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ABSTRACT

A system for the effective management and filing of school records is presented. Nine basic principles underly this system of records management and suggestions for its implementation are presented for the following areas: how to handle materials for filing, record retention schedule, and classification. An alphabetical subject classification for filing school records is suggested. The major portion of the document (50 pages) presents an alphabetical index of frequently used reference subjects and one or more recommended classification headings for filing purposes. A brief list of selected references is included. (EC)

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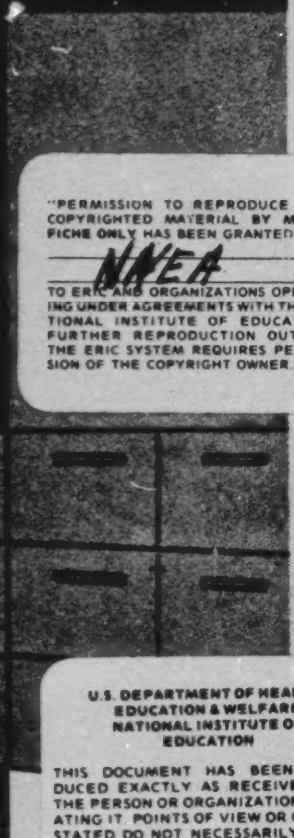
FILE IT RIGHT AND FIND IT



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FILE IT RIGHT

AND FIND IT!

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NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES

PURPOSE

The purpose and aim of the National Association of Educational Secretaries is to promote and further the cause of advancement of education for all students by improving the quality of secretarial service to the school and the community.

To elevate the standards of the group and, through organization, to pool our ideas and ideals toward a finer and more efficient service to the schools and the community.

MEMBERSHIP AND DUES

Membership in NAES is open to secretarial and clerical personnel employed by all public and/or private school systems, regardless of level, and organizations connected with education.

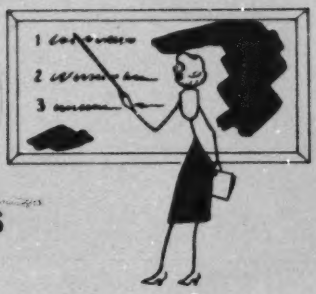
Dues are $15 per year; membership runs from July 1 to June 30.

SERVICES

Publishes:	**Annually, four issues of the NAES magazine, The National Educational Secretary.**
Sponsors:	Special institutes each summer on college and university campuses.
Schedules:	Annual and regional conferences for professional advancement.
Assists:	State and local educational secretaries associations with organizational and program problems.
Administers:	A Professional Standards Program to improve the status of educational secretaries.

What's This All About?

The old adage, "Anything worth doing is worth doing well," might be paraphrased to read, "Any item worth recording is worth recording well." Every day school people compile and place in storage records that must be found without delay when they are needed. So, like Columbus charting his course across the Atlantic or Daniel Boone blazing a trail through the wilderness, this publication submits the following essentials to educational secretaries who want to find their way out of the land of "lost in the files."



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A SOUND RECORDS PROGRAM

Large school systems will find it helpful to select a committee for developing the policies observed in the records management program. Such a committee may be composed of department chairmen, supervisors, faculty members, activities sponsors, and the secretarial staff. One committee member should be appointed to have complete authority over the files and may be given the title of records administrator.

The following principles are recommended for a sound records management program:

➔ A basic philosophy should underlie the keeping of records of each school system, college, or other educational institution. Definite policies must be established in writing for putting that philosophy into everyday practice.

➔ Centralized control and responsibility for records is necessary.

➔ The physical location of the files and records may be either centralized or decentralized depending upon the specific needs of the particular organization or institution.

➔ Adequate space must be provided for the files, and their arrangement should promote the maximum economy of time and motion in their use.

➔ The budget should include funds for correct filing equipment, supplies, and the staff necessary to maintain the records.

➔ A manual should be developed which would include the policies and procedures for making and using records and the plan for the retention, transfer, and disposal of them.

➔ The manual should include a recommended educational subject classification designed to give uniformity in filing.

➔ The staff should learn the established policies and procedures and should adhere to the adopted subject classification.

➔ One person should be in charge of the files. His duties would include planning the files that are needed; developing a manual of filing; and supervising the training of the staff in indexing, cross referencing, sorting, and arranging the records.

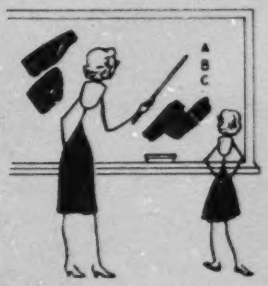
HOW WE START!

Cleaning out files, transferring outdated materials, discarding obsolete ones, and making new dividers and folders has always been a time-consuming job. However, if just 30 to 45 minutes are set aside each day for work on the files, results will soon begin to show. These suggestions will help you in the transition or conversion.

1. Clear out or free one file drawer to give yourself some flexible working space.

2. Next, make up a 3 x 5 index card for every folder currently in your subject file, keeping the cards in the same sequence as the folders. Put a short description of the contents of the folder on each card. See the illustration at right.

3. Make a set of 29 file dividers, placing on them the names of the 29 subjects set up in *File It Right*.



Existing Title of Folder
(Short Description)
Subject Classification:
New Title

4. Put these new dividers in your free file drawer.

5. Using the *File It Right* "Alphabetical Index" as a guide, go through the index cards and select a new title for each folder and the subject classification it would be filed under. Write the subject classification and new title at the bottom of the index card. See the examples on page 3.

6. Now, as you have minutes from day to day, go through your file folders. Make up new folders for the material using the new title indicated on the index card. (The tabs on these folders, on which the subject titles are placed, should all be in the second position from the left so they will be easily spotted behind the main subject dividers. If the volume of materials in your files is great enough, subdividers with tabs in the second position from the left should be used. The fold-

[1] Illustrations and suggestions from Illinois State Association of Educational Secretaries *Supplement to File It Right.*

ers should then have third-position and fourth-position tabs. Different colored tabs for the different positions are recommended.) Material from several folders may, under the suggested subject classification, be combined into one folder during this transition.

Examples:

Teachers Contracts

(Agreement on work for year and salary)

Personnel:
Contracts

Requisitions

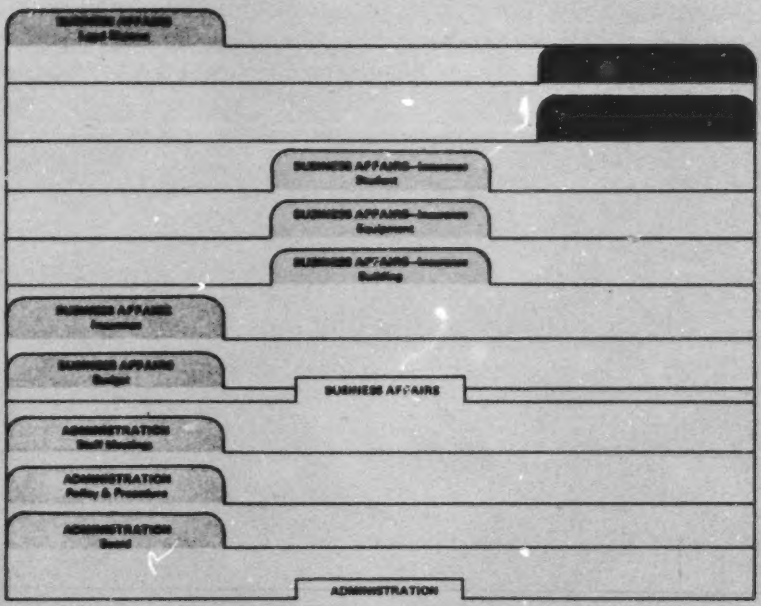
(Part of purchasing procedure)

Business Affairs:
Purchasing & Requisitions

Work Permits

(Issued to students according to child labor regulations)

Students:
Employment



7. As your new folders are made up, file them in the free file drawer behind the correct new subject classification dividers. For example, one of the first folders under A might be absence and tardy sheets which would go, under the new classification, under **Students:** Attendance.

8. As you proceed with this conversion operation, the free drawer where the new subject classifications are being filed will begin to fill up, and the old drawer will be emptied. As this happens, move the new folders in the first three or four subjects of the new classification into the old drawer and carry on.

9. As you move materials to the new subject classification, check the dates on the materials against the suggested retention schedule and discard as much as possible.

10. You will undoubtedly discover, in many cases, that the new title and the one you have been using are very much the same. When the transition is completed, file the 3 x 5 index cards according to the new subject classification. Make a cross-reference card for every conceivable heading a folder might have. When anyone in the office cannot locate a folder, ask them what they are looking for and make a cross reference card for this heading.

FILING MEMOS

➧ Use the right size, quality, and number of file cabinets.

➧ Arrange the file cabinets to make the best use of light and ventilation and to improve the work flow to and from the files. When the file drawer is open, the light should fall on the folders.

➧ It is rarely advisable to centralize the location of all records and files in educational offices. Decentralized locations tend to make records available at the point of their most frequent use.

➧ Leave one fifth of each drawer free for expansion and working space.

➧ Keep file drawers closed except when placing or removing material.

➧ Select file folders that are durable and have tab positions that give file uniformity.

➧ Use different tab positions to indicate divisions or subdivisions of classifications.

➧ Place materials in the files promptly so they will not be lost or read by a casual passer-by. Filing should be done regularly.

➧ Place the items in the folder with the latest date to the front.

➧ Use laborsaving, timesaving, and energy-saving devices (for example, a shelf to hold papers, hooked on to the handle of a neighboring drawer).

➧ Save space in the file drawer for the supplies used in filing (such as additional folders and gummed labels).

➧ Remove all pins and paper clips; staple records together.

➧ Mend torn papers with mending tissue; trim rough edges.

➧ Put related items together within the folders.

➧ Grasp a file folder firmly in the middle when removing it from the file drawer. Do not pull it out by the tab. Avoid crushing items or misplacing papers between folders.

➧ Handle guides by the sides. Never pull forward or push back the contents of a drawer by pressing the guide or folder tabs.

➧ Paste small clippings to a sheet of standard-sized paper.

➧ Using clean, black type, type all captions in capital letters on gummed labels; paste down the corners.

5

➧ When 5 to 10 papers accumulate for one correspondent or subject, make an individual folder.

➧ Make a second individual folder when a folder contains more than 50 pieces. The name of the folder should be followed by the number: Contracts, 1; Contracts, 2.

➧ Use "out-of-file" cards or sheets to replace material taken from the files temporarily. A sheet should include a description of material, its location, and the date it was removed.

➧ Use rubber finger tips when working with papers.

➧ One file drawer will house approximately 5,000 pieces of filing material.

➧ There should be one guide for each inch of filing or one guide for every 10 to 25 folders.

➧ To speed up the transfer of records to inactive status, set aside file drawers for temporary records. When the time arrives to transfer temporary records to inactive status, clear out the entire file and prepare it for the next set of temporary records.

➧ If the volume of temporary materials is not extensive enough to warrant the use of a complete drawer, mark folders with a (*T*) for temporary.

➧ Useless or outdated records should be destroyed either by burning or defacement.

➧ The summer months are generally the best times to transfer and dispose of records from the active files. Transfer of material should be made at regular periods according to a prearranged schedule.

➧ Use the same classification guides to divide records in the inactive files which you use in the active files.

➧ In the front of the storage file keep a list of the titles of each folder to save time in finding old records; also put this list in your filing manual.

➧ Labels on storage files should be dated to indicate the span of time covered by the records in that particular file. Colored labels may be used to indicate time span.

➧ Many schools are now using microfilming to store permanent records. Microfilmed records use approximately 1 percent of the space required by the original record.

HOW LONG DO WE KEEP IT?

Unless some plan is made for a regular system of retention and disposal, files will become overloaded and dangerously unsystematic. Some records have only temporary value; others are needed for one, two, three, or more years; still others have a permanent value. Some records are referred to daily; others, less frequently; still others are used only once and then destroyed. This variation in use demands a special retention plan that each school must devise according to its own philosophy and policy.

School records can be classified in three types: (a) those dealing with students, (b) those of a general or instructional nature, and (c) those dealing with administrative or business matters. Student records include subjects studied, grades earned, program cards, enrollment cards, teachers' grade books, and transcripts. General or instructional materials are such items as course-of-study plans, special instructional programs, reference material, clippings, catalogues, association and committee work, and correspondence. Administrative and business matters resolve largely into financial and legal matters, correspondence, printed information, and interdepartmental memos.

RECORDS RETENTION SCHEDULES

The retention time for records depends on how they are to be used and the legal requirements established by the state, the county, or the district. Permanent records must be kept on good quality stock and stored in fire-resistant files, vaults, or safes. When a permanent record is replaced by a newer permanent record, provide for the disposal and destruction of the older one. For instance, if an administrative policy of some kind has been set it must be kept as a permanent guide for school personnel until the administration sets a new policy that supersedes the former. When a question of the permanency of a record arises, it is advisable to get the signature of the person authorized to approve its disposal before destroying it.

The following list suggests retention periods for various records. It is not complete, but will serve as a basis for building a retention and disposal schedule.

Various Records	1 Yr. or –	2-3 Years	7 Years	Perm.
Class schedules	x			
Acknowledgments: orders, shipping notices	x			
Insurance policies, fidelity bonds: destroy as new policies/bonds are received	x			
Budget estimates, working papers		x		
Records of accidents, damages, injuries			x	
Records of garnishments, assignment of salaries: transfer information to personnel records		x		
Purchase orders		x		
Information & plans on setting up programs of study. (How long a course of study, course outline, bibliography, or test should be retained depends upon frequency of revision. Destroy old when new ones are made. If sample is needed for historical record, transfer to less costly and space-consuming storage.)		x		
Leases, agreements			x	
Deposit books, stubs, check records, bank statements			x	
Records, reports of uncollectable accounts (tuition & others)			x	
Pay checks, other checks, receipts for cash paid			x	
Elections (petitions, board members, bond issues)			x	
Student records (subjects, grades, test results, attendance, birthdates, health, extra-curricular activities, ratings)				x
Professional staff records, contracts, certification, leaves of absence, attendance, transcripts				x
Nonteaching employee records (same as above)				x
Administrative board records, minute books adequately indexed				x
Abstracts, deeds, title papers, mortgages				x
Bond ledgers, registers				x
Gifts, bequests				
Perpetual inventory of school equipment, fixtures, materials, such supporting papers as cost records. Record changes as materials are disposed of and replacements made				x
Perpetual register of insurance policies, corrected as policies expire and are renewed				x
Ledgers, copies of schedules, tax returns, appeals				x
Officially adopted budgets				x
Audit reports				x
Bookkeeping ledgers, receipts, disbursements, journals				x
Payrolls/evidence of payment for service				x
Annexation information, boundaries				x
Building program records (needs, projected enrollment, contracts, specifications)				x
Blueprints				x
Reports (pension, retirement, administrative officer, county, state, governmental agency)				x

HOW TO CODE FOR RETENTION

There are four stages in the record retention cycle: (a) the current or active stage, (b) the two- or three-year retention period, (c) the seven-year period, and (d) the permanent classification. Many records do not go through all four stages. Some go directly from the active stage to the seven-year or permanent stage. Others are destroyed before they get beyond the current or active stage.

Simplify your retention schedule by labeling each stage with an appropriate letter. The letters *C*, *T*, *S*, and *P*, may be assigned to the four different stages and placed after the date on the correspondence: *C* for current items to be kept one year or less, *T* for temporary items to be kept two or three years, *S* for seven-year items, and *P* for permanent ones.

CORRESPONDENCE RETENTION SCHEDULE

If all correspondence relating to a given subject is placed together within a subject folder, it will be easier to review periodically. Establish a code to indicate how long each piece should be kept, and code each item before releasing it for the files. Educational offices function on an annual, semester, or quarterly calendar, so some activities are repeated within these time limitations. Correspondence retention schedules can be built as follows:

CORRESPONDENCE	1 Quarter or 2 Sem.	1 Year	2–3 Years	More Than 3 Years
Setting up class programs and schedules				
Room assignments				
Scheduling of instructional materials				
Incidental and routine matters that are sometimes handled orally				
Correspondence dealing with subjects listed on one-year retention schedule				
Any project occurring annually which may be needed for future reference				
Plans for meetings or programs				
Correspondence dealing with subjects listed on 2- or 3-year retention schedules				
Surveys and research projects extending beyond a year				
Vital correspondence related to subjects on seven-year or permanent retention schedules				
Policy establishment				

WHERE DO WE PUT IT?

Marking papers for filing is called indexing. Use a colored pencil and write the classification across the top of each record. For example, a letter from an assistant superintendent in charge of secondary schools which discusses new films for American history classes could be indexed **Administration:** Secondary School Division, or it might be indexed **Instruction:** Audiovisual Program, depending on the filing policy of the local educational system. No hard and fast rules can be established to show under what classification to index a record.

Many schools are installing data-processing equipment to handle the number of records necessitated by an ever-increasing student body. Basically, data-processing equipment should not alter filing procedures. Its primary purpose is to process data more rapidly and accurately than manual methods can.

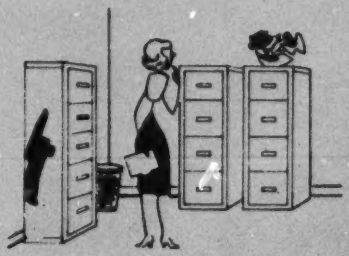
The subject classifications for filing include proposals, bids, maintenance agreements, contracts, supplies and inventories, power requirements, books (manuals and literature), computer programs and procedures (for student programming, inventory control, payroll, accounts receivable, accounts payable, and general accounting), instruction, and student testing. Incorporate data-processing files in the subject classification suggested in this manual for the best records management program.

A simple and fast way of indexing is to establish a code system such as the following for classifying materials to be filed.

➔ Assign a number to each of the 29 primary subject classifications suggested in this book:

1—Accreditation and Evaluation
2—Administration
3—Adult Education
29—Transportation, Travel, and Trips.

➔ Designate secondary classifications by letters:



2—Administration

2a—Administrative Boad

2b—Administrative Bureaus, Departments, Divisions

2c—Administrative Staff.

➔ If the secondary position is expanded into a third position, assign the position numbers:

2—Administration

2a—Administrative Board

2a-1—Committees

2a-2—Meetings—Agenda, Minutes

2a-3—Members.

Filing the most recent material in the front of the folder makes it unnecessary to number consecutively the items within that folder. The dates on the records identify the order in which the material was received.

SUBJECT CLASSIFICATION

Accreditation and Evaluation

Accredited Schools

Agencies of

Reports

Administration

Administrative Board (Use legal title of unit or organization.)

- Committees
- Meetings—Agenda, Minutes
- Members

Administrative Bureaus, Departments, Divisions

Administrative Staff

- Meetings
- Members

Bulletins, Directives, Handbooks, Instructions, Manuals

City Board of Education (Use legal title.)

County Board of Education (Use legal title.)

District or System Organization

Policies and Procedures (Since policies and procedures deal with a specific subject, this is one area where cross references are valuable. For example, policies on sick leave would be filed under **Personnel:** Absences, as well as under the central location of **Administration:** Policies and Procedures.)

Reports

State Department of Education (Use legal title.)

U.S. Office of Education

Adult Education

Apprentice Training

Correspondence Courses

Evening Schools

Extension Work

In-Service Training

Professional Development

Associations and Organizations

(Also Agencies, Commissions, Committees, Conferences, Councils, Foundations, Fraternities, Sororities)

Business and Industrial

Charitable and Welfare

Civic

International Relations

Labor

Parents

Patriotic

Professional
Religious
Social
Youth

Athletics

Accidents
Contracts
Eligibility
Equipment
Medical and Physical Examinations
Policies
Publicity
Radio and Television
Schedules
Sports
Staff
Teams

Awards, Gifts, Honors, and Scholarships

Books and Publications

Articles
Bibliographies
Books
  Library
  Supplemental
  Textbooks
  Yearbooks
Bulletins and Brochures
Clippings
Magazines
Newspapers
Publishers
School Catalogues

Buildings and Grounds

Blueprints and Plans
Building Codes
Housing
Inspection
Keys and Locks
Lockers
Maintenance
Operation
Staff
Use of Buildings and Grounds and Property

Bulletins (Announcements, Circulars, Memos, Notices)

These should be filed under the classification of the subject matter. Bulletins issued by associations or organizations should be filed with the association or organization material. If they are periodic publications, more like magazines, they should be filed in a bookcase in chronological order. File announcement bulletins issued daily, weekly, or periodically in chronological order.

Business Affairs

Activity Accounting
Agreements, Bids, and Contracts

Appraisals
Banking
Bills
Bonds
Bookkeeping
Bookstore
Budget
  Accounts
  Appropriation
  Control
  Income
  Information
Building Programs
  Additions, Alterations, New Buildings
  Architects, Plans, and Specifications
Cash Receipts
Claims and Aid
Equipment and Supplies
Government Finance and Legal Officers or Staff
Insurance
  Accident
  Athletic
  Automobile
  Bonding
  Building
  Equipment
  Fire
  Hospitalization
  Liability
  Life
  Medical
  Surgical
  Theft
Inventories
Legal Matters and Opinions
Payrolls
Purchasing and Requisitions
  Catalogs
  Requisitions
Real Estate, Abstracts and Deeds
Staff
Taxes
  Assessment
  Levies
  Payroll Withholding
Vouchers

Calendars and Schedules

Committees and Councils

Within the school, organization, or system

Correspondence

A correspondence folder should be used only for temporary material that will soon be destroyed. Correspondence that is not of this temporary nature, should be filed—

(a) with the subject under discussion, or

(b) under the name of the office or title of officer writing

or receiving the correspondence, or

(c) in the association folder if correspondence is to or from an officer or member in an association.

Directories

Elections

Events and Programs

Assemblies

Contests

Drives and Collections

Holiday Observances

Speakers and Speeches

Special Observances

Food Services

Cafeteria

Federal Aid (Lunch and Milk)

Menus

Staff

Forms

A sample of every form used in the system or educational organization should be kept in file under a heading marked **Forms**, with a notation as to where the reserve supply is stored. If the form is used infrequently so that the supply is small, it might be kept in a folder under the appropriate subject heading.

Government (Federal, State, County, Local)

Civilian Defense

Civil Service

Flag

Laws and Legislation

Military Service

Postal Regulations

Instruction

Apprentice Training

Audiovisual Programs

Camps and Camping

Curriculum Areas, Departments, Divisions (Names of departments or divisions vary from one educational system to another.)

Courses of Study

Materials

Programmed Learning

Methods and Techniques

Team Teaching

Radio and Television

Staff

Chairmen, Consultants, Counselors, Faculty, Supervisors

Meetings

Student Teaching

Personal

Correspondence

Engagements

Speeches

Personnel

Individual folders should be set up for each employee. Some of the material suggested by the headings listed below would be put into these folders. At times, folders or files should be set up to maintain in one location all information on a given subject. For example, applications should be filed according to departments or divisions until a person is employed; then the application material should be transferred to the individual's personnel folder.

Absences

Accidents

Activities

Applications

Appointments and Assignments

Certification, Credentials, Licenses

Code of Ethics

Contracts

Evaluations and Ratings

Examinations and Tests

In-Service Training

- Conferences
- Institutes
- Workshops

Medical Records

Pension and Retirement

Placement Agencies

Policies and Procedures

Professional Development

Recommendations

Salary Schedules

Services and Welfare

Student Assistants

Substitutes

Transcripts

Public Relations

Advertising

Community Contacts

Complaints and Compliments

Direct Mail

Newspapers

Photographs

Publicity

Radio and Television

Telephone

Reports (Research, Statistics, Studies, Surveys)

Material should be filed with the subject being reported upon. If the report is too varied or covers too many subjects to file under subject matter, it should be filed either—

(a) under destination of the report, or

(b) under the name of the office or title of officer preparing the report.

Schools and Institutions

Local (within own system or organization) For example, public

school systems with several separate buildings should have individual folders for each school.

Outside (other than own system)

Special Services

Community Resources
- Citizens
- Hospitals
- Libraries
- Mental Health Clinics
- Museums
- Zoos

Exceptional Child Program
- Emotionally Disturbed
- Gifted
- Mentally Retarded
- Severely Mentally Retarded

Guidance
- Educational
  - Choice of Curriculums
  - College Admissions
- Evaluations or Ratings
  - Character
  - Personality
- Vocational

Health

Home Teaching Program

Libraries

Physically Handicapped Program
- Blind
- Cerebral Palsied
- Deaf
- Hard of Hearing
- Neurologically Handicapped
- Orthopedically Handicapped

Religious Education

Safety
- Bicycle
- Fire

Staff

Students

Accidents

Activities

Admissions

Aid

Alumni

Attendance

Census

Cumulative and Permanent Records

Employment

Enrollment and Registration

Graduation

Nonresident

Personal (behavior and correspondence with or about)

Placement

Recommendations

Regulations

Schedules

Scholastic Progress

Testing

Transfers and Withdrawals

Work Permits

Summer Session

Transportation, Travel, and Trips

ALPHABETICAL INDEX

Reference subjects are listed in the left-hand column, and the appropriate heading is suggested in the right-hand column. In some cases, several headings are suggested so that you may select the one best suited to your system. The references are those most frequently used in educational offices. Three hundred educational secretaries, representing 38 states and 140 different educational systems, selected these headings. You may not find a subject listed exactly as you refer to it, but if you look carefully, you will find a heading that suggests what you have in mind.

A

Abilities and aptitudes	**Students:** Testing
Above-average child	**Special Services:** Exceptional Child Program
Absence and tardy sheets	**Students:** Attendance
Absence records, personnel	**Personnel:** Absences
Abstracts and deeds	**Business Affairs:** Real Estate, Abstracts and Deeds
Academic freedom	**Administration:** Policies and Procedures
Accident insurance	**Business Affairs:** Insurance
Accidents	**Athletics:** Accidents; **Personnel:** Accidents; **Students:** Accidents; or **Business Affairs:** Insurance
Account cards, by company name	**Business Affairs:** Purchasing and Requisitions
Accountant, town	**Business Affairs:** Government Finance and Legal Officers or Staff
Accounting books	**Business Affairs:** Bookkeeping
Accounts payable	**Business Affairs:** Bookkeeping
Accreditation	**Accreditation and Evaluation**
Accredited schools	**Accreditation and Evaluation:** Accredited Schools; or **Schools and Institutions**
Achievement	**Students:** Scholastic Progress
Acoustical work	**Buildings and Grounds:** Maintenance
Activities	**Students:** Activities
Activities calendar	**Calendars and Schedules**
Activities committee	**Committees and Councils**

Activities funds	**Business Affairs:** Activity Accounting
Actuary	**Business Affairs:** Insurance
Adding machine	**Business Affairs:** Equipment and Supplies
Addresses, all personnel	**Directories**
Addresses by principal	**Events and Programs:** Speakers and Speeches
Addresses of voting places	**Elections**
Adelphi College (as example)	**Schools and Institutions**
Administration building, construction of	**Business Affairs:** Building Programs
Administration building employees	**Personnel;** or **Directories**
Administration, organization of	**Administration:** Administrative Board; Administrative Bureaus, Departments, Divisions; or District or System Organization
Administration workshop	**Adult Education:** In-Service Training; or **Personnel:** In-Service Training
Administrative advisory council	**Committees and Councils**
Administrative and supervisory staff meetings	**Administration:** Administrative Staff: *Meetings*
Administrative procedures	**Administration:** Policies and Procedures
Administrative Women in Education, National Council	**Associations and Organizations:** Professional
Administrators association	**Associations and Organizations:** Professional
Administrators directories	**Directories**
Admission of pupils to kindergarten	**Students:** Admissions
Adult Education Association	**Associations and Organizations:** Professional
Adult education or school	**Adult Education**
Advanced learner	**Special Services:** Exceptional Child Program
Advertisements and catalogues	**Books and Publications:** School Catalogues; or **Business Affairs:** Purchasing and Requisitions: *Catalogues*
Advertisers in journal	**Business Affairs:** Cash Receipts
Advertising in schools	**Administration:** Policies and Procedures

Advertising materials	**Public Relations:** Advertising
Advisory committee	**Committees and Councils**
Advisory groups	**Special Services:** Guidance
Aeronautics	**Instruction:** Curriculum Areas, Departments, Divisions
Affiliated county associations	**Associations and Organizations:** Professional
After-graduation plans	**Special Services:** Guidance
After-school program	**Students:** Activities
Age certification letter	**Students:** Personal
Age entrance	**Students:** Admissions
Agencies	**Associations and Organizations**
Agenda	(File under appropriate association, committee, or staff.)
Agriculture	**Instruction:** Curriculum Areas, Departments, Divisions
Aid, state and federal	**Business Affairs:** Claims and Aid
Aids to teachers and supervisors	**Instruction:** Curriculum Areas, Departments, Divisions: *Materials*
Air-age education	**Instruction:** Curriculum Areas, Departments, Divisions
Air corps	**Government:** Military Service
Air raid drills	**Government:** Civilian Defense
Alcohol and narcotics education	**Instruction:** Curriculum Areas, Departments, Divisions
Alienated youth	**Special Services:** Exceptional Child Program
Allied Youth	**Associations and Organizations:** Youth
Allotments	**Business Affairs:** Budget
All-school show	**Events and Programs**
All-state chorus or orchestra	**Students:** Activities
Alumni Association	**Students:** Alumni
American Association of School Administrators	**Associations and Organizations:** Professional
American Association of Social Workers	**Associations and Organizations:** Professional
American Cancer Society	**Associations and Organizations:** Charitable and Welfare
American Council on Education	**Associations and Organizations:** Professional
American Education Fellowship	**Associations and Organizations:** Professional

American Education Week	**Events and Programs:** Special Observances
American Federation of Teachers	**Associations and Organizations:** Labor
American flag	**Government:** Flag
American Heart Fund	**Associations and Organizations:** Charitable and Welfare
American Legion	**Associations and Organizations:** Patriotic
American Legion Award	**Awards, Gifts, Honors, and Scholarships**
American Red Cross	**Associations and Organizations:** Charitable and Welfare
Americanization	**Adult Education**
Amvets	**Associations and Organizations:** Patriotic
Anecdotal material	**Students:** Personal
Annexations, school districts	**Administration:** District or System Organization
Anniversaries	**Events and Programs:** Special Observances
Annual meeting, auditorium contract	**Business Affairs:** Agreements, Bids, and Contracts
Annual meeting, complimentary tickets	**Public Relations:** Publicity
Annual meeting, contributions	**Awards, Gifts, Honors, and Scholarships**
Annual meeting, convention program	**Events and Programs**
Annual meeting, exhibitors	**Business Affairs:** Equipment and Supplies
Annual meeting, nominations	**Elections**
Annual meeting, school district	**Administration:** Administrative Board
Annual meeting, speakers	**Events and Programs:** Speakers and Speeches
Annual presentations	**Awards, Gifts, Honors, and Scholarships**
Annual promotion	**Students:** Scholastic Progress
Annual repairs	**Buildings and Grounds:** Maintenance
Annual requisitions for furniture	**Business Affairs:** Purchasing and Requisitions
Annual state reports	**Administration:** Reports

Annual teachers service record	**Personnel**
Anticipated enrollment	**Students:** Enrollment and Registration
Appliances	**Business Affairs:** Equipment and Supplies
Applications	**Personnel:** Applications
Applications for transfers	**Personnel;** or **Students:** Transfers and Withdrawals
Applications for use of school premises	**Buildings and Grounds:** Use of Buildings and Grounds and Property
Appointments and contracts	**Personnel:** Appointments and Assignments; or Contracts
Apportionment Fund	**Business Affairs:** Budget
Appraisals, real estate	**Business Affairs:** Appraisals
Apprenticeship or apprentice training	**Instruction:** Apprentice Training; or **Adult Education:** Apprentice Training
Approved magazines	**Books and Publications:** Magazines
Approved schools for various careers	**Accreditation and Evaluation:** Accredited Schools; **Schools and Institutions;** or **Special Services:** Guidance
Aptitude	**Students:** Testing
Arbor Day	**Events and Programs:** Special Observances
Architect	**Business Affairs:** Building Programs
Arithmetic	**Instruction:** Curriculum Areas, Departments, Divisions
Army Advisors Committee	**Committees and Councils**
Army recruiting	**Government:** Military Service
Arrival and departure of teachers	**Personnel:** Policies and Procedures
Art book list	**Books and Publications:** Books
Art education	**Instruction:** Curriculum Areas, Departments, Divisions
Art, elementary consultant	**Instruction:** Staff
Art materials, catalogues	**Business Affairs:** Purchasing and Requisitions
Art museum	**Special Services:** Community Resources: *Museums*
Art outlines	**Instruction:** Curriculum Areas, Departments, Divisions: *Courses of Study*
Art schools, bulletins and catalogues	**Books and Publications:** School Catalogues

Art supplies	**Business Affairs:** Equipment and Supplies
Ashes and cinder hauling contracts	**Business Affairs:** Agreements, Bids, and Contracts
Asphalt tile floor, care and upkeep	**Building and Grounds:** Maintenance
Assembly committee	**Committees and Councils**
Assembly programs	**Events and Programs:** Assemblies
Assembly schedules	**Calendars and Schedules**
Assessed valuation	**Business Affairs:** Appraisals
Assistant or associate superintendent	**Administration:** Administrative Staff
Assistant teacher	**Instruction:** Curriculum Areas, Departments, Divisions; or **Personnel:** Appointments and Assignments
Association for Childhood Education International	**Associations and Organizations:** Professional
Association of Elementary School Principals	**Associations and Organizations:** Professional
Association of School Business Officials	**Associations and Organizations:** Professional
Athletic Association	**Students:** Activities
Athletic awards	**Awards, Gifts, Honors, and Scholarships**
Athletic department	**Athletics:** Staff
Athletic director	**Athletics:** Staff
Athletic equipment	**Athletics:** Equipment
Athletic fields	**Buildings and Grounds**
Athletic injury fund	**Business Affairs:** Activity Accounting
Athletics, banquet	**Events and Programs:** Special Observances
Athletics, baseball	**Athletics:** Sports; or **Instruction:** Curriculum Areas, Departments, Divisions
Athletics, contracts	**Athletics:** Contracts
Athletics, doctors certificates	**Athletics:** Medical and Physical Examinations
Athletics, eligibility	**Athletics:** Eligibility
Athletics, faculty managers	**Athletics:** Staff
Athletics, first aid	**Athletics:** Medical and Physical Examinations
Athletics, funds	**Business Affairs:** Activity Accounting

Athletics, homecoming	**Events and Programs:** Special Observances
Athletics, insurance	**Business Affairs:** Insurance: *Athletic*
Athletics, orders	**Business Affairs:** Activity Accounting
Athletics, schedules	**Athletics:** Schedules; or **Calendars and Schedules**
Athletics, ticket policies	**Athletics:** Policies
Athletics, trips	**Transportation, Travel, and Trips**
Atomic Energy Workshop	**Adult Education;** or **Instruction**
Attacks on education	**Public Relations:** Complaints and Compliments
Attendance office, Board of Education	**Administration:** Administrative Bureaus, Departments, Divisions
Attendance, records	**Students:** Attendance
Attendance, rules and regulations	**Students:** Attendance
Attendance, withdrawals	**Students:** Attendance; or Transfers and Withdrawals
Attendance, teachers	**Personnel:** Absences
Attorney general, court decisions	**Government:** Laws and Legislation
Attorneys' opinions	**Business Affairs:** Legal Matters and Opinions
Audiometer group tests	**Special Services:** Health
Audiovisual aids and department	**Instruction:** Audiovisual Programs
Audiovisual aids, weekly schedules	**Calendars and Schedules**
Audiovisual catalogues	**Books and Publications:** School Catalogues; or **Business Affairs:** Purchasing and Requisitions
Audiovisual Education Committee	**Committees and Councils**
Audiovisual education director	**Instruction:** Staff
Auditor	**Business Affairs:** Bookkeeping
Auditorium seating plan	**Buildings and Grounds:** Use of Buildings and Grounds and Property
Auto mechanics	**Instruction:** Curriculum Areas, Departments, Divisions
Automobile license numbers, teachers	**Directories**
Automobile mileage reimbursement	**Business Affairs:** Bills; or Vouchers

Automobiles	**Students:** Regulations
Awards	**Awards, Gifts, Honors, and Scholarships**
Awards on equipment and furniture	**Business Affairs:** Agreements, Bids, and Contracts

B

Baccalaureate services	**Students:** Graduation
Ballots, school election	**Elections**
Band	**Instruction:** Curriculum Areas, Departments, Divisions
Band concert programs	**Events and Programs**
Band insurance	**Business Affairs:** Insurance: *Equipment*
Band letter award system	**Awards, Gifts, Honors, and Scholarships**
Band orders	**Business Affairs:** Activity Accounting
Bank account	**Business Affairs:** Banking
Bank, blood	**Associations and Organizations:** Charitable and Welfare
Bank day	**Students:** Activities
Banquet programs	**Events and Programs**
Basic materials, subjects	**Instruction:** Curriculum Areas, Departments, Divisions: *Materials*
Basketball	**Athletics:** Sports
Bedside instruction	**Special Services:** Physically Handicapped Program
Behavior	**Students:** Personal
Behavioral sciences	**Instruction:** Curriculum Areas, Departments, Divisions
Bell schedule	**Calendars and Schedules**
Better Business Bureau	**Associations and Organizations:** Business and Industrial
Bible study	**Special Services:** Religious Education
Bibliographies	**Books and Publications:** Bibliographies
Bicycle racks	**Buildings and Grounds:** Maintenance
Bicycles	**Students:** Regulations
Bids	**Business Affairs:** Agreements, Bids, and Contracts
Biennial elections	**Elections**
Bills	**Business Affairs:** Bills; or Vouchers
Binet testing	**Students:** Testing

B

Birth record information	**Students:** Personal; or **Personnel:** Medical Records
Bleachers and grandstands	**Buildings and Grounds:** Maintenance
Blue Cross, Blue Shield	**Business Affairs:** Insurance: *Medical; Surgical;* or *Hospitalization*
Blueprints	**Buildings and Grounds:** Blueprints and Plans
Board of Education, committees	**Administration:** Administrative Board
Board of Education, minutes	**Administration:** Administrative Board
Board of Education, rules	**Administration:** Policies and Procedures
Board of Examiners	**Personnel:** Examinations and Tests
Board of Health, regulations	**Special Services:** Health
Board of School Estimate	**Business Affairs:** Budget
Boilers, inspection	**Buildings and Grounds:** Inspection
Bond issue	**Business Affairs:** Bonds
Book accounts	**Business Affairs:** Bookkeeping
Book adoptions	**Books and Publications;** or **Administration:** Policies and Procedures
Book companies	**Books and Publications:** Publishers; or **Business Affairs:** Purchasing and Requisitions
Book inventories	**Business Affairs:** Inventories
Book money	**Business Affairs:** Cash Receipts
Book orders	**Business Affairs:** Purchasing and Requisitions
Bookstore	**Business Affairs:** Bookstore
Botany	**Instruction:** Curriculum Areas, Departments, Divisions
Boundaries	**Administration:** District or System Organization
Boy Scout Week	**Events and Programs:** Special Observances
Boy Scouts	**Associations and Organizations:** Youth
Boys State	**Awards, Gifts, Honors, and Scholarships**
Budget	**Business Affairs:** Budget
Budget, minimum budget aid	**Business Affairs:** Budget: *Income*
Budget, school bonds	**Business Affairs:** Bonds
Budget transfers	**Business Affairs:** Budget: *Accounts*
Budgetary accounting	**Business Affairs:** Budget
Budgetary control system	**Business Affairs:** Budget: *Control*

Building and site sinking fund	**Business Affairs:** Bonds
Building appraisals	**Business Affairs:** Appraisals
Building blueprint	**Buildings and Grounds:** Blueprints and Plans
Building code	**Buildings and Grounds:** Building Codes
Building dedications	**Events and Programs:** Special Observances
Building directory	**Directories**
Building equipment	**Business Affairs:** Equipment and Supplies
Building Fund, financial statements	**Business Affairs:** Bookkeeping
Building insurance	**Business Affairs:** Insurance: *Building*
Building inventory	**Business Affairs:** Inventories
Building program	**Business Affairs:** Building Programs
Building repairs	**Buildings and Grounds:** Maintenance
Building specifications	**Business Affairs:** Building Programs
Building, use of	**Buildings and Grounds:** Use of Buildings and Grounds and Property
Bureau of Guidance	**Special Services:** Guidance
Burglary and vandalism insurance	**Business Affairs:** Insurance
Bus	**Transportation, Travel, and Trips**
Bus drills	**Special Services:** Safety
Bus drivers	**Personnel**
Bus routes	**Transportation, Travel, and Trips**
Business and Industry Conference	**Public Relations:** Community Contacts
Business education	**Instruction:** Curriculum Areas, Departments, Divisions
Business manager	**Business Affairs:** Staff; or **Personnel**

C

Cabinet meetings	**Committees and Councils**
Cadet teachers	**Instruction:** Student Teaching; or **Personnel:** Appointments and Assignments
Cafeteria	**Food Services:** Cafeteria
Cafeteria inventory	**Business Affairs:** Inventories
Cafeteria invoices and statements	**Business Affairs:** Bookkeeping; or Activity Accounting

C

Cafeteria manager	**Food Services:** Staff; or **Personnel**
Cafeteria payroll	**Business Affairs:** Payrolls
Cafeteria personnel	**Personnel;** or **Food Services:** Staff
Cafeteria receipts	**Business Affairs:** Bookkeeping; or Activity Accounting
Cafeteria schedule	**Calendars and Schedules**
Calendar	**Calendars and Schedules**
Calendar Committee	**Committees and Councils**
Camp Fire Girls	**Associations and Organizations:** Youth
Camping program	**Instruction:** Camps and Camping
Capital outlay	**Business Affairs:** Budget: *Accounts*
Caps and gowns	**Students:** Graduation
Career Day conferences	**Special Services:** Guidance
Carfare	**Transportation, Travel, and Trips**
Cartoons	**Books and Publications:** Clippings
Case studies	**Students:** Personal
Cash receipts	**Business Affairs:** Cash Receipts
Catalogues, by companies and items	**Business Affairs:** Purchasing and Requisitions
Catalogues, university	**Books and Publications:** School Catalogues
Census	**Students:** Census
Certificate of nomination	**Elections**
Certificates, health	**Personnel:** Medical Records; or **Students**
Certification	**Personnel:** Certification, Credentials, Licenses
Chamber of Commerce	**Associations and Organizations:** Business and Industrial
Character education	**Instruction:** Curriculum Areas, Departments, Divisions
Charities	**Associations and Organizations:** Charitable and Welfare
Chartered bus schedules	**Calendars and Schedules**
Charts	**Instruction:** Curriculum Areas, Departments, Divisions: *Materials*
Checks, signature resolutions	**Business Affairs:** Banking
Chemistry department	**Instruction:** Curriculum Areas, Departments, Divisions
Chest X-ray survey	**Special Services:** Health; or **Personnel:** Medical Records

Chief engineer	**Buildings and Grounds:** Staff; or **Personnel**
Child accounting	**Students:** Census
Child care centers	**Schools and Institutions**
Child growth and development	**Students:** Scholastic Progress
Child Guidance Clinic	**Special Services:** Guidance
Child Health Council	**Committees and Councils**
Child labor laws	**Government:** Laws and Legislation
Child labor permits	**Students:** Employment
Children's Aid Society	**Associations and Organizations:** Charitable and Welfare
Children's Museum	**Special Services:** Community Resources: *Museums*
Choral speaking	**Instruction:** Curriculum Areas, Departments, Divisions
Christmas seals	**Associations and Organizations:** Charitable and Welfare
Churches	**Directories**
Circuit teachers	**Personnel**
Circuit teachers institutes	**Adult Education:** In-Service Training; or **Personnel:** In-Service Training
Circuses	**Students:** Activities; or **Events and Programs**
Citizens Advisory Council on Education	**Associations and Organizations:** Civic
Citizenship education	**Instruction:** Curriculum Areas, Departments, Divisions; or **Adult Education**
Citizenship recognition ceremonies	**Events and Programs:** Special Observances
Citizenship Survey Committee	**Committees and Councils**
City and town superintendents list	**Directories**
City department, board of assessors	**Government:** Local
City library	**Special Services:** Community Resources
City of ———	**Government:** Local
City ordinances	**Government:** Laws and Legislation
Civic Club	**Associations and Organizations:** Civic
Civilian defense	**Government:** Civilian Defense
Civil Service Commission	**Government:** Civil Service

C

Claims and collections	**Business Affairs:** Claims and Aid
Class activities	**Instruction:** Curriculum Areas, Departments, Divisions; or **Students:** Activities
Class gifts	**Students:** Activities
Class ranks	**Students:** Scholastic Progress
Class rolls or lists	**Students:** Enrollment and Registration
Class schedules	**Calendars and Schedules**
Classification of teachers	**Personnel:** Appointments and Assignments
Classroom management	**Instruction:** Curriculum Areas, Departments, Divisions: *Methods and Techniques*
Classroom Teachers Association	**Associations and Organizations:** Professional
Clean-up Campaign or Week	**Events and Programs:** Special Observances
Clerical and secretarial personnel	**Personnel**
Clerks and Secretaries Association	**Associations and Organizations:** Professional
Clinics	**Special Services:** Health; or **Associations and Organizations:** Charitable and Welfare
Clippings	**Books and Publications:** Clippings
Closing days of semester	**Calendars and Schedules**
Clubs	**Students:** Activities
Coaches	**Athletics:** Sports
Coal	**Buildings and Grounds:** Operation
Code of ethics	**Personnel:** Code of Ethics
Collections and remittances	**Business Affairs:** Bookkeeping
Collections in schools, cooperation denied	**Administration:** Policies and Procedures
College application	**Students:** Admissions
College aptitude tests	**Students:** Testing
College catalogues	**Books and Publications:** School Catalogues
College credit, extension and correspondence courses	**Adult Education:** Correspondence Courses; or Extension Work
College Entrance Board	**Students:** Admissions; or Testing
Colleges and universities	**Schools and Institutions**

Colleges and universities, scholarships	**Awards, Gifts, Honors, and Scholarships**
Combinations for locks	**Buildings and Grounds:** Keys and Locks
Commencement	**Students:** Graduation
Commercial department	**Instruction:** Curriculum Areas, Departments, Divisions
Commission, Teacher Education and Professional Standards	**Associations and Organizations:** Professional
Communicable disease	**Special Services:** Health
Communications	(File under subject of communication or position or office of person originating.)
Community Chest	**Associations and Organizations:** Charitable and Welfare
Community college	**Schools and Institutions**
Community leaders	**Special Services:** Community Resources
Community nursing council	**Associations and Organizations:** Professional
Community relations	**Public Relations:** Community Contacts
Community resources	**Special Services:** Community Resources
Community use of schools	**Buildings and Grounds:** Use of Buildings and Grounds and Property
Community Welfare Council	**Associations and Organizations:** Civic; or Charitable and Welfare
Complimentary tickets	**Public Relations:** Publicity
Comptroller	**Business Affairs:** Staff
Compulsory attendance	**Students:** Attendance
Concerts	**Events and Programs:** Special Observances
Concessions	**Business Affairs:** Activity Accounting
Concrete	**Buildings and Grounds:** Maintenance
Condemnation proceedings	**Business Affairs:** Legal Matters and Opinions
Conditioned students	**Students:** Scholastic Progress
Conference of Christians and Jews	**Associations and Organizations:** Religious

C

Conferences	**Administration:** Administrative Staff; **Instruction:** Staff; **Students:** Personal; or **Personnel**
Congress of Parents and Teachers	**Associations and Organizations:** Parents
Conservation	**Instructions:** Curriculum Areas, Departments, Divisions
Consolidation, school districts	**Administration:** District or System Organization
Constitution Day	**Events and Programs:** Special Observances
Construction	**Business Affairs:** Building Programs
Consultants	**Personnel;** or **Instruction:** Staff
Consumer education	**Instruction:** Curriculum Areas, Departments, Divisions
Contests	**Events and Programs:** Contests
Contracts	**Business Affairs:** Agreements, Bids and Contracts; or **Personnel:** Contracts
Controversial issues	**Public Relations;** or **Administration:** Policies and Procedures
Conventions	(File under name of association or group holding convention.)
Cooks	**Personnel;** or **Food Services:** Staff
Cooperative education	**Instruction:** Curriculum Areas, Departments, Divisions
Cooperative Test Service	**Students:** Testing; or **Personnel:** Examinations and Tests
Coordinating Council for Higher Education	**Associations and Organizations:** Professional
Coordinators	**Personnel;** or **Instruction:** Staff
Copyrights	**Books and Publications:** Books
Core curriculum or program	**Instruction:** Curriculum Areas, Departments, Divisions
Corporal punishment	**Administration:** Policies and Procedures; or **Students:** Personal
Corrective reading	**Instruction:** Curriculum Areas, Departments, Divisions
Correspondence	(No classification. File according to subject matter of letter or position or function of writer.)
Correspondence school	**Adult Education;** or **Schools and Institutions**

Cost-of-living salary adjustments	**Personnel:** Salary Schedules; or **Business Affairs:** Payrolls
Council for Rural Education	**Associations and Organizations:** Professional
Council of churches	**Associations and Organizations:** Religious
Counseling	**Special Services:** Guidance
Counselors	**Personnel; Special Services:** Staff; or **Instruction:** Staff
Counselors meetings	**Special Services:** Staff; or **Instruction:** Staff
County and local association officers list	**Directories**
County attorney	**Government:** County; or **Business Affairs:** Legal Matters and Opinions
County institutes	**Adult Education:** In-Service Training; or **Personnel:** In-Service Training
County of ————	**Government:** County
County superintendent of schools	**Administration:** County Board of Education
County transfer list	**Students:** Transfers and Withdrawals
County transportation	**Transportation, Travel, and Trips**
Courses of study	**Instruction:** Curriculum Areas, Departments, Divisions
Courses, professional improvement	**Adult Education:** In-Service Training; or **Personnel:** Professional Development
Court cases	**Government:** Laws and Legislation; **Students:** Personal; or **Personnel**
Credentials	**Personnel:** Certification, Credentials, Licenses; or **Students**
Credit Bureau	**Associations and Organizations:** Business and Industrial
Credit union	**Associations and Organizations:** Business and Industrial; or Professional
Credits, evaluation of	**Personnel;** or **Students**
Crippled children	**Special Services:** Physically Handicapped Program
Crippled children, transportation	**Transportation, Travel, and Trips**
Crippled Children's Society	**Associations and Organizations:** Charitable and Welfare
Cumulative records	(File under subject, i.e., students, personnel, budget, payroll.)

Curriculum	**Instruction:** Curriculum Areas, Departments, Divisions
Curriculum department	**Instruction:** Curriculum Areas, Departments, Divisions
Curriculum evaluation	**Accreditation and Evaluation;** or **Instruction:** Curriculum Areas, Departments, Divisions
Curriculum study and revision	**Instruction:** Curriculum Areas, Departments, Divisions
Curriculum tests	**Instruction:** Curriculum Areas, Departments, Divisions
Custodial equipment	**Business Affairs:** Equipment and Supplies
Custodian cleaning schedule	**Calendars and Schedules**
Custodian contracts	**Personnel:** Contracts
Custodian of school monies	**Business Affairs:** Staff
Custodian, personnel records	**Personnel**
Custodians salary schedul	**Personnel:** Salary Schedules; or **Business Affairs:** Payrolls
Cybernetics	**Instruction:** Curriculum Areas, Departments, Divisions

D

Dads Club	**Associations and Organizations:** Parents
Daily time schedule	**Calendars and Schedules**
Daily Vacation Bible School	**Special Services:** Religious Education
Dancing	**Students:** Activities
Data-processing contracts	**Business Affairs:** Agreements, Bids, and Contracts
Deaf and hard-of-hearing class	**Special Services:** Physically Handicapped Children
Debate	**Instruction:** Curriculum Areas, Departments, Divisions; or **Students:** Activities
Debt fund	**Business Affairs:** Bonds
Dedication	**Events and Programs:** Special Observances
Deeds and titles	**Business Affairs:** Real Estate, Abstracts and Deeds
Defense information	**Government:** Civilian Defense
Delivery dates	**Calendars and Schedules**
Delivery tickets	**Business Affairs:** Bills; or Vouchers

Delta Kappa Gamma	**Associations and Organizations:** Professional
Demonstration School	**Instruction:** Curriculum Areas, Departments, Divisions; or **Schools and Institutions**
Dental Clinic	**Special Services:** Health
Dental health	**Instruction:** Curriculum Areas, Departments, Divisions
Dental hygienists	**Personnel**
Dentists, school	**Personnel**
Department heads	**Instruction:** Staff; **Administration:** Administrative Staff; or **Personnel**
Department of Classroom Teachers	**Associations and Organizations:** Professional
Department of Higher Education	**Associations and Organizations:** Professional
Department of Public Instruction	**Administration:** State Department of Education
Department of School-Community Relations	**Administration:** Administrative Bureaus, Departments, Divisions; or **Public Relations:** Community Contacts
Departments, curriculum areas	**Instruction:** Curriculum Areas, Departments, Divisions
Depository trust agreements	**Business Affairs:** Agreements, Bids, and Contracts.
Deposits, Board of Education	**Business Affairs:** Banking
Deputy superintendent	**Administration:** Administrative Staff; or **Personnel**
Detention	**Students:** Regulations
Dietitians	**Food Services:** Staff; or **Personnel**
Diplomas	**Students:** Graduation
Director, elementary education	**Administration:** Administrative Staff; **Instruction:** Staff; or **Personnel**
Director, Internal Revenue	**Business Affairs:** Government Finance and Legal Officers or Staff
Director of finance	**Business Affairs:** Staff; or **Personnel**
Director, secondary education	**Administration:** Administrative Staff; **Instruction:** Staff; or **Personnel**
Directors, appointment	**Personnel:** Appointments and Assignments
Directors, instructional divisions	**Instruction:** Staff; or **Personnel**

Directories	**Directories**
Discipline	**Students:** Regulations
Disease, communicable	**Special Services:** Health
Dismissal	**Students:** Regulations; or **Personnel:** Policies and Procedures
Distributive education	**Instruction:** Curriculum Areas, Departments, Divisions
District boundary lines	**Administration:** District or System Organization
District elections	**Elections**
District reorganization	**Administration:** District or System Organization
District superintendent	**Administration:** Administrative Staff; or **Personnel**
Division of Guidance and Special Services	**Administration:** Administrative Bureaus, Departments, Divisions; or **Special Services**
Division of Public Recreation	**Government:** State; or Local
Division of Research and Personnel	**Administration:** Administrative Bureaus, Departments, Divisions
Doctoral program	**Instruction:** Curriculum Areas, Departments, Divisions
Dormitory operations	**Buildings and Grounds:** Housing
Double session	**Calendars and Schedules**
Draft board	**Government:** Military Service
Dramatic Club	**Students:** Activities
Driver education or training	**Instruction:** Curriculum Areas, Departments, Divisions; or **Adult Education**
Drives and campaigns	**Events and Programs**
Dropouts	**Students:** Transfers and Withdrawals

E

Easter	**Events and Programs:** Holiday Observances
Editorial Committee	**Committees and Councils**
Editorials	**Books and Publications:** Articles
Educable mentally handicapped	**Special Services:** Exceptional Child Program

Education Communications Service	**Accreditation and Evaluation**
Education, purpose	**Administration:** Policies and Procedures
Education, special	**Special Services:** Exceptional Child Program
Educational conferences	**Associations and Organizations:** Professional
Educational counselors	**Instruction:** Staff; **Special Services:** Staff; or **Personnel**
Educational philosophy	**Administration:** Policies and Procedures
Educational Planning Commission	**Associations and Organizations:** Professional
Educational Policies Commission	**Associations and Organizations:** Professional
Educational publications	**Books and Publications**
Election Commissioners, Board of	**Elections**
Election notices, school trustees	**Elections**
Elections, school bond	**Elections**
Elections, school levy	**Elections**
Elections, teachers	**Personnel:** Appointments and Assignments
Electrical installations	**Buildings and Grounds:** Maintenance
Elementary curriculum	**Instruction:** Curriculum Areas, Departments, Divisions
Elementary department	**Administration:** Administrative Bureaus, Departments, Divisions; or **Instruction:** Curriculum Areas, Departments, Divisions
Elevators, city inspection	**Buildings and Grounds:** Building Codes; or Inspections
Eligibility examinations	**Personnel:** Examinations and Tests
Eligibility lists	**Athletics;** or **Personnel**
Emergency defense program	**Government:** Civilian Defense
Employees	**Personnel**
Employees council	**Committees and Councils**
Employment certificating service	**Personnel;** or **Students**
Employment of minors	**Students:** Employment
Employment of teachers on outside	**Personnel:** Policies and Procedures

E

Encyclopedias	**Books and Publications:** Books: *Supplemental*
English	**Instruction:** Curriculum Areas, Departments, Divisions
Enrollments	**Students:** Enrollment and Registration
Equalization Board	**Administration:** State Department of Education
Equipment	**Business Affairs:** Equipment and Supplies
Equipment catalogues	**Business Affairs:** Purchasing and Requisitions
Equipment inventories	**Business Affairs:** Inventories
Equity cases	**Government:** Laws and Legislation
Essay contests	**Events and Programs:** Contests
Estimate of school money needed	**Business Affairs:** Budget
Evaluation Policy Committee	**Committees and Councils**
Evening school	**Adult Education:** Evening Schools
Evening schools, teacher assignments	**Personnel:** Appointments and Assignments
Examination schedules	**Calendars and Schedules**
Exceptional children	**Special Services:** Exceptional Child Program
Exchange student	**Students:** Nonresident
Exchange teaching	**Personnel:** Appointments and Assignments
Exclusion of pupils from school	**Students:** Personal; or Regulations
Excursion, school	**Transportation, Travel, and Trips**
Excusing pupils	**Students:** Attendance
Executive Council	**Committees and Councils**
Executive staff meetings	**Administration:** Administrative Staff
Exemption certificates	**Business Affairs:** Taxes
Exhibits	**Instruction:** Curriculum Areas, Departments, Divisions: *Methods and Techniques*
Expenditures	**Business Affairs:** Bookkeeping
Experience and scholastic record	**Personnel;** or **Students**
Experimentation, policy on	**Administration:** Policies and Procedures
Experiments, ability grouping	**Instruction:** Curriculum Areas, Departments, Divisions: *Methods and Techniques*

Extension courses	**Adult Education:** Extension Work
Extension department	**Administration:** Administrative Departments, Bureaus, Divisions; or **Adult Education**
Extracurricular activities	**Students:** Activities
Extracurricular funds	**Business Affairs:** Activity Accounting

F

Faculty	**Personnel**
Faculty Association	**Associations and Organizations:** Professional
Faculty committees	**Committees and Councils**
Faculty meetings	**Instruction:** Staff
Faculty salaries	**Personnel:** Salary Schedules; or **Business Affairs:** Payrolls
Family Service Association	**Associations and Organizations:** Professional; or Charitable and Welfare
Federal agencies	**Government:** Federal
Federal aid	**Business Affairs:** Claims and Aid; or **Food Services:** Federal Aid
Federal construction	**Business Affairs:** Building Programs
Federal government, Children's Bureau	**Government:** Federal
Federal government, publications	**Books and Publications**
Federal legislation	**Government:** Laws and Legislation
Federal Security Agency	**Government:** Federal
Federal tax, withholding	**Business Affairs:** Taxes
Fees	**Business Affairs:** Cash Receipts
Fellowships	**Awards, Gifts, Honors, and Scholarships**
Fertilizers	**Buildings and Grounds:** Maintenance
Fidelity bonds, employees	**Business Affairs:** Insurance
Field service	**Public Relations:** Community Contacts; or **Adult Education:** Extension Work
Field trips	**Transportation, Travel, and Trips**
Files	**Business Affairs:** Equipment and Supplies
Filing instructions	(See *File It Right and Find It!*)
Film catalogues	**Business Affairs:** Purchasing and Requisitions

F

Film schedule	**Calendars and Schedules**
Finance appropriations	**Business Affairs:** Budget
Finance, auditor	**Business Affairs:** Staff; or **Personnel**
Financial claims	**Business Affairs:** Claims and Aid
Financial statements	**Business Affairs:** Bookkeeping
Fire alarm and extinguisher	**Business Affairs:** Equipment and Supplies
Fire code	**Buildings and Grounds:** Building Codes
Fire drills, fire prevention	**Special Services:** Safety; *Fire*
Fire insurance	**Business Affairs:** Insurance: *Fire*
Fire marshal's office	**Government:** State; or Local
Fire Prevention Week	**Events and Programs:** Special Observances
First aid	**Special Services:** Health; or Safety
First-aid supplies	**Business Affairs:** Equipment and Supplies
Flag, rules and regulations	**Government:** Flag
Flags and flag poles	**Business Affairs:** Equipment and Supplies
Floor plans of school	**Buildings and Grounds:** Blueprints and Plans
Flooring and floor covering	**Buildings and Grounds:** Maintenance; or **Business Affairs:** Equipment and Supplies
Follow-up studies	**Students:** Alumni
Food service division	**Food Services**
Football	**Athletics:** Sports
Foot health	**Instruction:** Curriculum Areas, Departments, Divisions
Ford Foundation	**Associations and Organizations:** Charitable and Welfare
Foreign students	**Students:** Nonresident
Foreign teachers	**Personnel**
Forums	**Events and Programs**
Fraternities and sororities	**Associations and Organizations:** Social
Free hot lunch program	**Food Services**
Freight bills	**Business Affairs:** Bills; or Vouchers
Funds, apportionment	**Business Affairs:** Budget
Furniture	**Business Affairs:** Equipment and Supplies
Furniture inventory	**Business Affairs:** Inventories
Future Teachers of America	**Students:** Activities; or **Associations and Organizations:** Youth

G

Garage	**Buildings and Grounds**
Garden Club	**Associations and Organizations:** Civic; or **Students:** Activities
Gardens	**Buildings and Grounds;** or **Instruction:** Curriculum Areas, Departments, Divisions
Gasoline and oil	**Business Affairs:** Equipment and Supplies; or **Transportation, Travel, and Trips**
General education	**Instruction:** Curriculum Areas, Departments, Divisions
GED tests	**Students:** Testing
General Fund	**Business Affairs:** Budget
George Dean Act	**Business Affairs:** Budget
Gifted child	**Special Services:** Exceptional Child Program
Gifts to schools, guiding principles	**Administration:** Policies and Procedures
Girl Reserves	**Associations and Organizations:** Youth
Glass and glazing	**Buildings and Grounds:** Maintenance
Glee clubs	**Instruction:** Curriculum Areas, Departments, Divisions
Goodwill Industries	**Associations and Organizations:** Charitable and Welfare
Government, city, county, state, federal	**Government:** Federal; State; County; Local
Government pamphlets	**Books and Publications**
Governor	**Government:** State
Grades and Records Committee	**Committees and Councils**
Grading system	**Students:** Cumulative and Permanent Records
Graduate program	**Personnel:** Certification, Credentials, Licenses; or **Instruction:** Curriculum Areas, Departments, Divisions
Graduate work	**Personnel:** Certification, Credentials, Licenses; or **Instruction:** Curriculum Areas, Departments, Divisions
Graduation	**Students:** Graduation; or **Events and Programs:** Special Observances
Graduation awards	**Awards, Gifts, Honors, and Scholarships**

Grounds	**Buildings and Grounds**
Group dynamics	**Instruction:** Curriculum Areas, Departments, Divisions
Group insurance	**Business Affairs:** Insurance
Guardianships	**Students:** Personal
Guidance	**Special Services:** Guidance
Guidance conference	**Associations and Organizations:** Professional; **Adult Education:** In-Service Training; or **Personnel:** In-Service Training
Gymnasium	**Buildings and Grounds**

H

Hall duty	**Personnel:** Appointments and Assignments
Handicapped children	**Special Services:** Exceptional Child Program; or Physically Handicapped Program
Handicraft	**Instruction:** Curriculum Areas, Departments, Divisions
Hard-of-hearing classes	**Special Services:** Physically Handicapped Program
Hardware	**Business Affairs:** Equipment and Supplies
Health, Advisory School Council	**Committees and Councils**
Health and physical education	**Instruction:** Curriculum Areas, Departments, Divisions; or **Special Services:** Health
Health, Board of	**Government:** State; or Local
Health card	**Personnel:** Medical Records; or **Students:** Cumulative and Permanent Records
Health certificate, teachers	**Personnel:** Medical Records
Health education conference	**Associations and Organizations:** Professional; **Adult Education:** In-Service Training; or **Personnel:** In-Service Training
Health Eye Clinic	**Special Services:** Health
Health immunization	**Special Services:** Health
Health, nurses schedules	**Calendars and Schedules**
Health, physical examinations	**Personnel:** Medical Records; or **Students:** Cumulative and Permanent Records

Health, vaccinations	**Special Services:** Health; or **Students:** Cumulative and Permanent Records
Heating plant	**Buildings and Grounds:** Maintenance; or Operation
High school alumni	**Students:** Alumni
High school class gifts	**Awards, Gifts, Honors, and Scholarships**
High school program of courses	**Instruction:** Curriculum Areas, Departments, Divisions
Highway Commission	**Government:** State
Holidays	**Events and Programs;** or **Calendars and Schedules**
Home assignments	**Instruction:** Curriculum Areas, Departments, Divisions
Home economics	**Instruction:** Curriculum Areas, Departments, Divisions
Home nursing	**Special Services:** Health; or **Instruction:** Curriculum Areas, Departments, Divisions
Home study	**Instruction:** Curriculum Areas, Departments, Divisions; or **Special Services:** Home Teaching Program
Home teacher	**Personnel:** Appointments and Assignments
Home visitation	**Public Relations:** Community Contacts; or **Special Services:** Guidance
Homebound children	**Special Services:** Exceptional Child Program; or Physically Handicapped Program
Homecoming	**Events and Programs:** Special Observances
Homeroom	**Special Services:** Guidance
Honor roll	**Awards, Gifts, Honors, and Scholarships**
Honor Society	**Students:** Activities
Horace Mann League	**Associations and Organizations:** Professional
Hospitalization insurance	**Business Affairs:** Insurance: *Hospitalization*
Hospitals and clinics	**Special Services:** Community Resources: *Hospitals;* **Administration:** Administrative Bureaus, Departments, Divisions; or **Instruction:** Curriculum Areas, Departments, Divisions

Housing accommodations for teachers	**Personnel:** Services and Welfare
Housing Authority	**Government:** Federal; State; or Local
Hygiene department	**Instruction:** Curriculum Areas, Departments, Divisions; or **Special Services:** Health; or Safety

I

Immigrant pupils	**Students**
Improvement of instructional program	**Instruction:** Curriculum Areas, Departments, Divisions: *Materials;* or *Methods and Techniques*
Income	**Business Affairs:** Budget: *Income*
Income tax	**Business Affairs:** Taxes
Incompletes	**Students:** Scholastic Progress
Indemnity bonds	**Business Affairs:** Bonds
Indigent pupils	**Students:** Aid
Induction policy	**Personnel:** Policies and Procedures
Industrial arts	**Instruction:** Curriculum Areas, Departments, Divisions
Industrial arts equipment	**Business Affairs:** Equipment and Supplies
Industry and education	**Public Relations:** Community Contacts
Inquiries	(If copy of the reply to the inquiry is kept, it should be filed under the subject of the inquiry.)
In-Service Committee	**Committees and Councils**
In-service training and professional development	**Adult Education:** In-Service Training; or **Personnel:** In-Service Training
Inspection of bleachers	**Buildings and Grounds:** Inspection
Institutes	**Adult Education:** In-Service Training; or **Personnel:** In-Service Training
Instructional supplies	**Business Affairs:** Equipment and Supplies
Instructions, closing of schools	**Calendars and Schedules;** or **Administration:** Policies and Procedures
Instructions, opening of schools	**Calendars and Schedules;** or **Administration:** Policies and Procedures
Instructions, use of machines	**Business Affairs:** Equipment and Supplies

Instructors	**Personnel**
Instrumental classes	**Instruction:** Curriculum Areas, Departments, Divisions
Insurance	**Business Affairs:** Insurance
Insurance, athletic	**Business Affairs:** Insurance: *Athletic*
Insurance, band instruments	**Business Affairs:** Insurance: *Equipment*
Insurance, bonding of employees	**Business Affairs:** Insurance: *Bonding*
Insurance, building	**Business Affairs:** Insurance: *Building*
Insurance, burglary policies	**Business Affairs:** Insurance: *Theft*
Insurance, fire	**Business Affairs:** Insurance: *Fire*
Insurance, liability	**Business Affairs:** Insurance: *Liability*
Insurance, transportation	**Business Affairs:** Insurance: *Automobile*
Insurance, Workmen's Compensation	**Business Affairs:** Insurance; *Medical; Surgical;* or *Hospitalization*
Intelligence tests	**Students:** Testing
Intercommunication system	**Business Affairs:** Equipment and Supplies; or **Buildings and Grounds**
Intercultural education	**Instruction:** Curriculum Areas, Departments, Divisions
Interest Fund bonds	**Business Affairs:** Bonds
Internal accounting	**Business Affairs:** Bookkeeping
Internal finance	**Business Affairs:** Bookkeeping
International Relations Committee	**Committees and Councils**
Internship	**Adult Education:** Apprentice Training
Interoffice memos	(File under subject discussed, position, or office of staff person issuing or receiving memo.)
Interscholastic games	**Athletics:** Sports
Inventories	**Business Affairs:** Inventories
Investment securities	**Business Affairs:** Bonds
Invoices	**Business Affairs:** Bills; or Vouchers
Itineraries	**Calendars and Schedules;** or **Transportation, Travel, and Trips**

J

Janitors	**Personnel**
Janitors, list by schools	**Directories**

J-K-L

Jewish holidays	**Events and Programs;** or **Calendars and Schedules**
Job placement	**Students:** Placement
Journal articles	**Books and Publications:** Articles
Journal contract	**Business Affairs:** Argeements, Bids, Contracts
Journalism	**Instruction:** Curriculum Areas, Departments, Divisions
Junior Achievement Clubs	**Students:** Activities
Junior Chamber of Commerce and Auxilia[illegible]	**Associations and Organizations:** Business and Industrial
Junior col[illegible]	**Schools and Institutions**
Junior high school	**Schools and Institutions**
Junior plays	**Events and Programs;** or **Students:** Activities
Junior police	**Students:** Activities
Junior prom	**Events and Programs;** or **Students:** Activities
Junior Red Cross	**Associations and Organizations:** Youth
Junk, sale of	**Business Affairs:** Cash Receipts
Jury duty	**Government;** or **Personnel**
Juvenile court	**Government:** Laws and Legislation; or **Students:** Personal

K

Kellogg Foundation	**Associations and Organizations:** Charitable and Welfare
Keys	**Buildings and Grounds:** Keys and Locks
Kindergarten evaluation	**Accreditation and Evaluation**
Kindergarten list of mothers	**Directories**
Kindergarten registration	**Students:** Enrollment and Registration
Kindergarten, rules of Board of Education	**Administration:** Policies and Procedures
Kindergartens	**Instruction:** Curriculum Areas, Departments, Divisions

L

Labor law violations	**Students:** Employment; **Personnel:** Policies and Procedures; or **Government:** Laws and Legislation

Labor unions	**Associations and Organizations:** Labor
Laboratory assistants	**Personnel**
Laborers	**Personnel**
Land sale and purchase	**Business Affairs:** Real Estate, Abstracts and Deeds
Landscaping	**Buildings and Grounds:** Maintenance
Language department	**Instruction:** Curriculum Areas, Departments, Divisions
Laundry services	**Buildings and Grounds:** Maintenance
Law and court decisions	**Government:** Laws and Legislation; or **Business Affairs:** Legal Matters and Opinions
Laws, school	**Government:** Laws and Legislation
Leadership training	**Instruction:** Curriculum Areas, Departments, Divisions; or **Adult Education:** Professional Development
League of Women Voters	**Associations and Organizations:** Civic
Leaves of absence	**Personnel:** Absences
Lectures	**Events and Programs;** or **Instruction:** Curriculum Areas, Departments, Divisions: *Methods;* or *Materials and Techniques*
Legal advertisements	**Business Affairs:** Legal Matters and Opinions
Legal documents and papers	**Business Affairs:** Legal Matters and Opinions
Legislation, names of legislators	**Directories**
Legislation, proposed bills	**Government:** Laws and Legislation
Letter awards, athletic, band, debate	**Awards, Gifts, Honors, and Scholarships**
Letters of appreciation and congratulations	**Public Relations; Personnel;** or **Students**
Letters, recommendation	**Personnel;** or **Students**
Letters to parents	**Students:** Personal; or **Public Relations**
Levy, school	**Business Affairs:** Taxes: *Levies*
Liability insurance	**Business Affairs:** Insurance: *Liability*
Libraries	**Special Services:** Community Resources
Library book account	**Business Affairs:** Bookkeeping
Library books	**Books and Publications:** Library Books
Library budget	**Business Affairs:** Budget

Library building	**Buildings and Grounds**
Library magazines and periodicals	**Books and Publications:** Magazines
Library regulations	**Administration:** Policies and Procedures
Library schedule	**Calendars and Schedules**
Licenses, automobile	**Transportation, Travel, and Trips**
Life members	**Directories**
Lincoln's birthday	**Events and Programs:** Holiday Observances; or Special Observances
Lip-reading classes	**Special Services:** Physically Handicapped Program
Loans	**Business Affairs:** Banking
Locker assignments	**Directories**
Locker Fund	**Business Affairs:** Activity Accounting
Locks and lockers	**Buildings and Grounds:** Lockers
Lost books and damage money	**Business Affairs:** Cash Receipts
Loyalty oaths	**Personnel**
Lunch assignments	**Personnel;** or **Students**
Lunch program, federal	**Food Services:** Federal Aid
Lunch supervision	**Personnel:** Appointments and Assignments

M

Machines	**Business Affairs:** Equipment and Supplies
Magazine requisitions and orders	**Business Affairs:** Purchasing and Requisitions
Magazines	**Books and Publications:** Magazines
Maintenance	**Buildings and Grounds:** Maintenance
Maintenance agreements	**Business Affairs:** Agreements, Bids, and Contracts
Maintenance employees	**Personnel**
Maladjusted	**Special Services:** Exceptional Child Program
Management classes	**Instruction:** Curriculum Areas, Departments, Divisions
Map of school district	**Administration:** District or System Organization
Maps and globes	**Business Affairs:** Equipment and Supplies; or **Instruction:** Curriculum Areas, Departments, Divisions: *Materials*

March of Dimes	**Associations and Organizations:** Charitable and Welfare
Marital status of employees	**Personnel**
Marking system	**Students:** Cumulative and Permanent Records
Married students	**Students:** Personal
Master schedules	**Calendars and Schedules**
Master teacher	**Instruction:** Curriculum Areas, Departments, Divisions; or **Personnel:** Appointments and Assignments
Materials ordered	**Business Affairs:** Purchasing and Requisitions
Maternity leave	**Personnel:** Absences
Mathematics Club	**Students:** Activities
Matriculation	**Students:** Enrollment and Registration
Matrons	**Personnel**
Mayor and board of aldermen	**Government:** Local
Medical Committee	**Committees and Councils**
Medical department	**Special Services:** Health; or **Instruction:** Curriculum Areas, Departments, Divisions
Medical examinations	**Personnel:** Medical Records; or **Students:** Cumulative and Permanent Records
Meetings	(Separate folders might be used for material on meetings filed with material for each department or committee holding meeting or with association material, if it is a meeting of an association.)
Meetings of Board of Education and committees	**Administration:** Administrative Board
Memorial Day	**Events and Programs:** Holiday Observances
Memorial Fund	**Business Affairs:** Bookkeeping
Mental Health Program	**Instruction; Personnel;** or **Students**
Menus	**Food Services**
Merger, school	**Administration:** District or System Organization
Military (ROTC)	**Government:** Military Service; or **Instruction:** Curriculum Areas, Departments, Divisions
Military service	**Personnel;** or **Students**
Milk	**Food Services**

Milk Fund	**Business Affairs:** Activity Accounting
Mill tax levy	**Business Affairs:** Taxes: *Levies*
Minimum essentials	**Instruction:** Curriculum Areas, Departments, Divisions
Minimum school budget	**Business Affairs:** Budget
Ministerial Association	**Associations and Organizations:** Religious
Minutes, board meetings	**Administration:** Administrative Board
Miscellaneous collections	**Business Affairs:** Cash Receipts
Modernization program	**Business Affairs:** Building Programs
Moral and spiritual values	**Instruction:** Curriculum Areas, Departments, Divisions
Mothers Circle	**Associations and Organizations:** Parents
Motor fuel tax, refund claim	**Business Affairs:** Claims and Aid
Multiple listening labs	**Instruction:** Audiovisual Programs
Municipal auditorium	**Government:** Local
Municipal Finance Commission	**Business Affairs:** Government Finance and Legal Officers or Staff
Municipal retirement	**Personnel:** Pension and Retirement
Museum	**Special Services:** Community Resources
Music and instruments	**Business Affairs:** Equipment and Supplies
Music budget	**Business Affairs:** Budget
Music programs	**Events and Programs**
Music, schedules of supervisors	**Calendars and Schedules**

N

Narcotics and alcohol, teaching of	**Instruction:** Curriculum Areas, Departments, Divisions
National Association for the Advancement of Colored People	**Associations and Organizations:** Civic
National Association of Educational Secretaries	**Associations and Organizations:** Professional
National Association of Manufacturers	**Associations and Organizations:** Business and Industrial
National Citizens Commission for the Public Schools	**Associations and Organizations:** Civic

National Defense Education Act	**Business Affairs:** Government Finance and Legal Officers or Staff; or **Students:** Aid
National Education Association	**Associations and Organizations:** Professional
National Office Management Association	**Associations and Organizations:** Business and Industrial
National Safety Council	**Associations and Organizations:** Professional
National School Public Relations Association	**Associations and Organizations:** Professional
National Science Foundation	**Associations and Organizations:** Professional
Navy	**Government:** Military Service
Nearest of kin	**Personnel;** or **Students**
New buildings and additions	**Business Affairs:** Building Programs
Newsboy licenses	**Students:** Employment
Newspaper clippings	**Books and Publications:** Clippings
Newspaper releases	**Public Relations:** Publicity
Newspapers	**Books and Publications:** Newspapers
Night school	**Adult Education:** Evening Schools
Nonpromotions	**Students:** Scholastic Progress
Nonvaccination permits	**Personnel; Students:** Cumulative and Permanent Records; or **Special Services:** Health
Noon hour activities	**Students:** Activities
Noon monitors	**Personnel;** or **Students**
North Central Association	**Accreditation and Evaluation;** or **Associations and Organizations:** Professional
Notary public	**Business Affairs:** Legal Matters and Opinions
Notes to and from parents	**Students:** Personal
Nursery schools	**Instruction:** Curriculum Areas, Departments, Divisions; or **Schools and Institutions**

Nurses	**Personnel**
Nursing program	**Special Services:** Health

O

Oaths of allegiance	**Personnel**
Occupational Adjustment Center	**Special Services:** Community Resources; or **Adult Education**
Occupational therapy	**Special Services:** Exceptional Child Program; or Physically Handicapped Program; **Instruction:** Curriculum Areas, Departments, Divisions; or **Adult Education**
Offcampus teachers	**Personnel**
Office duties	**Administration:** Administrative Staff
Office equipment catalogs	**Business Affairs:** Purchasing and Requisitions
Office inventory	**Business Affairs:** Inventories
Officers, class and club	**Students:** Activities
Offices held by teachers	**Personnel**
Officials of other places	**Directories**
Oil and fuel	**Business Affairs:** Equipment and Supplies
On-the-job training for veterans	**Instruction:** Curriculum Areas, Departments, Divisions; or **Adult Education:** Apprentice Training
Open house	**Events and Programs:** Special Observances
Opening and closing of school	**Calendars and Schedules**
Opinions, legal	**Business Affairs:** Legal Matters and Opinions
Opportunity School	**Schools and Institutions**
Orders	**Business Affairs:** Purchasing and Requisitions
Organization and policies	**Administration:** Policies and Procedures
Orientation	**Personnel;** or **Students**
Outdoor education in science and conservation (camping)	**Instruction:** Curriculum Areas, Departments, Divisions

Out-of-district permits	**Students:** Admissions; Transfers and Withdrawals; or Nonresident
Overseas program or study board	**Instruction:** Curriculum Areas, Departments, Divisions

P

Painting of building	**Buildings and Grounds:** Maintenance
Painting contractors	**Business Affairs:** Agreements, Bids, and Contracts
Paper drives	**Students:** Activities
Papers published by students	**Instruction:** Curriculum Areas, Departments, Divisions; or **Students:** Activities
Parent-school relations	**Public Relations:** Community Contacts
Parent-Teacher Association	**Associations and Organizations:** Parents
Parent-Teacher Association, schedule of meetings	**Calendars and Schedules**
Parental homes	**Students:** Personal; or **Schools and Institutions**
Parents Night	**Events and Programs:** Special Observances
Parking	**Buildings and Grounds:** Use of Buildings and Grounds and Property
Parochial schools	**Schools and Institutions**
Parties	**Events and Programs**
Passes, street car	**Transportation, Travel, and Trips**
Patrol boy schedule	**Calendars and Schedules**
Patrons Day in schools	**Events and Programs:** Special Observances
Paving	**Buildings and Grounds:** Maintenance
Payroll card	**Business Affairs:** Payrolls
Payroll deduction card	**Business Affairs:** Payrolls
Payrolls	**Business Affairs:** Payrolls
Pending contracts	**Business Affairs:** Agreements, Bids, and Contracts
Penmanship	**Instruction:** Curriculum Areas, Departments, Divisions
Pension	**Personnel:** Pension and Retirement
Pension funds	**Business Affairs:** Bookkeeping
Per capita cost	**Business Affairs:** Claims and Aid

Perfect attendance certificate	**Awards, Gifts, Honors, and Scholarships**
Periodicals	**Books and Publications:** Magazines
Permanent records, pupils	**Students:** Cumulative and Permanent Records
Permits for children outside district	**Students:** Nonresident
Permits, work	**Students:** Employment
Personal correspondence	**Personal:** Correspondence
Personnel card	**Personnel:** (individual folders)
Personnel department	**Administration:** Administrative Bureaus, Departments, Divisions
Personnel policies	**Personnel:** Policies and Procedures; or **Administration**
Personnel records	**Personnel:** (individual folders); or **Students:** Cumulative and Permanent Records
Petitions	**Business Affairs; Personnel; Students;** or **Elections**
Petty cash	**Business Affairs:** Bookkeeping
Philosophy	**Administration:** Policies and Procedures; or **Instruction:** Curriculum Areas, Departments, Divisions
Photographic equipment	**Business Affairs:** Equipment and Supplies
Photographs	**Personnel; Students;** or **Public Relations**
Physical education	**Instruction:** Curriculum Areas, Departments, Divisions
Physical education consultant	**Instruction:** Staff; or **Personnel**
Physical therapy	**Special Services:** Health
Physically and mentally handicapped	**Special Services:** Exceptional Child Program; or Physically Handicapped Program
Piano	**Business Affairs:** Equipment and Supplies
Piano schedule	**Calendars and Schedules**
Placement	**Students:** Placement
Planetarium	**Special Services:** Community Resources
Plant operation and maintenance	**Buildings and Grounds:** Maintenance; or Operation

Playground apparatus	**Business Affairs:** Equipment and Supplies
Playground recreational program	**Students:** Activities; or **Government:** Local
Playgrounds	**Buildings and Grounds**
Plays	**Students:** Activities
Plumbing contractors	**Business Affairs:** Agreements, Bids, and Contracts
Plumbing supplies	**Buildings and Grounds:** Maintenance; or **Business Affairs:** Equipment and Supplies
Police department	**Government:** Local
Policies	**Administration:** Policies and Procedures (or file under subject concerned in policy.)
Pool	**Buildings and Grounds**
Practical arts	**Instruction:** Curriculum Areas, Departments, Divisions
Practice teachers	**Instruction:** Student Teaching; or **Personnel:** Appointments and Assignments
Prekindergarten registration	**Students:** Enrollment and Registration
Preschool education	**Public Relations:** Community Contacts
Press and radio	**Public Relations:** Radio and Television
Press conference	**Public Relations:** Publicity
Press release	**Public Relations:** Publicity
Pressure groups	**Public Relations** (or file under name of association.)
Principals	**Administration:** Administrative Staff; or **Personnel**
Principals meetings	**Administration:** Administrative Staff
Printing, orders for	**Business Affairs:** Purchasing and Requisitions
Priority rating, governmental	**Business Affairs:** Building Programs
Private schools	**Schools and Institutions**
Prizes and awards	**Awards, Gifts, Honors, and Scholarships**
Probation officer	**Personnel;** or **Students:** Attendance
Professional advancement workshops and extension courses	**Adult Education:** In-Service Training; or **Personnel:** In-Service Training
Professional library list	**Books and Publications**

Program of studies or program cards	**Calendars and Schedules;** or **Instruction:** Curriculum Areas, Departments, Divisions
Programmed learning	**Instruction:** Curriculum Areas, Departments, Divisions
Programmed teaching	**Instruction:** Curriculum Areas, Departments, Divisions: *Methods and Techniques*
Promotion exercises	**Events and Programs:** Special Observances
Promotion lists	**Students:** Scholastic Progress
Propaganda	**Public Relations:** Publicity
Property and boundaries	**Business Affairs:** Real Estate, Abstracts and Deeds
Property appraisals and condemnations	**Business Affairs:** Appraisals
Property purchase	**Business Affairs:** Agreements, Bids, and Contracts; or Real Estate, Abstracts and Deeds
Psychologists	**Instruction:** Staff; or **Personnel**
Psychology	**Instruction:** Curriculum Areas, Departments, Divisions
Public Health Department	**Government:** State; or Local
Public Officials	**Government:** Federal; State; County; or Local
Public relations, complaints and compliments	**Public Relations:** Complaints and Compliments
Public relations, newspaper releases	**Public Relations:** Newspapers
Public relations, publications	**Public Relations:** Publicity; or **Books and Publications**
Public relations, radio programs	**Public Relations:** Radio and Television
Public School Retired Employees Association	**Associations and Organizations:** Professional
Publications and publishers	**Books and Publications**
Publicity	**Public Relations:** Publicity
Publishers' announcements	**Books and Publications:** Publishers
Pupil personal records	**Students:** Cumulative and Permanent Records
Pupil personnel department	**Administration:** Administrative Bureaus, Departments, Divisions; or **Students**

Pupil-teacher ratio	**Students:** Enrollment and Registration; or **Personnel:** Appointments and Assignments
Pupil welfare	**Special Services;** or **Students:** Aid
Pupils	**Students**
Pupils' correspondence	**Students:** Personal
Pupils' permanent record cards	**Students:** Cumulative and Permanent Records
Purchase orders	**Business Affairs:** Purchasing and Requisitions
Purchasing agent	**Business Affairs:** Staff; or **Personnel**
Purchasing department	**Administration:** Administrative Bureaus, Departments, Divisions

Q

Quarantine	**Special Services:** Health
Questionnaires	(If copy of questionnaire is kept, it should be filed under the subject of the questionnaire.)
Quotations, prices	**Business Affairs:** Agreements, Bids, and Contracts

R

Radio and TV scripts	**Instruction:** Curriculum Areas, Departments; Divisions: *Materials;* or **Public Relations:** Radio and Television
Radio, athletic broadcasts	**Athletics:** Radio and Television
Radio broadcasts	**Calendars and Schedules**
Radio education	**Instruction:** Curriculum Areas, Departments, Divisions
Ratings, employees	**Personnel:** Evaluations and Ratings
Real estate, appraisals and assessments	**Business Affairs:** Appraisals; or Real Estate, Abstracts and Deeds
Rebates	**Business Affairs:** Cash Receipts; or Bills
Rebinding	**Business Affairs:** Purchasing and Requisitions
Receipts	**Business Affairs:** Cash Receipts
Recommendations	**Personnel;** or **Students:** Recommendations

Reconciliation of bank statement	**Business Affairs:** Banking
Recording machines	**Business Affairs:** Equipment and Supplies
Records, pupils	**Students:** Cumulative and Permanent Records
Red Cross	**Associations and Organizations:** Charitable and Welfare
Redistricting	**Administration:** District or System Organization
Referrals of children who deviate	**Special Services:** Guidance
Refunds	**Business Affairs:** Bookkeeping
Registration	**Students:** Enrollment and Registration
Registration of voters	**Elections**
Religious education	**Special Services:** Religious Education
Remedial courses	**Instruction:** Curriculum Areas, Departments, Divisions
Renovation program	**Buildings and Grounds:** Maintenance
Reorganization	**Administration:** District or System Organization
Repair contracts	**Business Affairs:** Agreements, Bids, and Contracts
Repairs	**Buildings and Grounds:** Maintenance
Report card schedule	**Calendars and Schedules**
Report cards	**Students:** Scholastic Progress
Reporting and promotional policies	**Administration:** Policies and Procedures
Request for change of position	**Personnel:** Appointments and Assignments
Requisitions	**Business Affairs:** Purchasing and Requisitions
Research	(File under subject of research.)
Reservations, hotel and train	**Personal**
Residence rules	**Students:** Regulations
Resident or tuition cases	**Students:** Nonresident
Resignations	**Personnel**
Results of standardized tests	**Students:** Testing
Retarded children	**Special Services:** Exceptional Child Program
Retirement Fund	**Business Affairs:** Bookkeeping
Retirement laws and policies	**Administration:** Policies and Procedures; or **Personnel**

Reunions	**Events and Programs:** Special Observances
Revenue	**Business Affairs:** Budget: *Income*
Revolving Fund	**Business Affairs:** Bookkeeping
Rings, class	**Students:** Activities
Roofing	**Building and Grounds:** Maintenance; or **Business Affairs:** Purchasing and Requisitions
Roofing guarantees	**Business Affairs:** Agreements, Bids, and Contracts
Rooms for rent	**Personnel:** Services and Welfare; **Buildings and Grounds:** Housing; or **Business Affairs:** Cash Receipts
Rooms, seating capacity	**Buildings and Grounds:** Blueprints and Plans
Rules and regulations	**Administration:** Policies and Procedures (or file under subject concerned.)
Rural education	**Instruction:** Curriculum Areas, Departments, Divisions

S

Sabbatical leave	**Personnel:** Absences
Safety	**Instruction:** Curriculum Areas, Departments, Divisions; or **Special Services:** Safety
Safety education	**Instruction:** Curriculum Areas, Departments, Divisions
Safety patrol	**Students:** Activities
Salary differentials	**Personnel:** Salary Schedules
Salary schedules	**Personnel:** Salary Schedules; or **Business Affairs:** Payroll
Sale and removal of property and equipment	**Business Affairs:** Agreements, Bids and Contracts
Sale of books	**Business Affairs:** Cash Receipts
Sale of material to pupils	**Business Affairs:** Cash Receipts
Sales tax	**Business Affairs:** Budget; or Taxes
Savings bonds	**Business Affairs:** Bonds
Schedules, bell	**Calendars and Schedules**
Schedules, class	**Calendars and Schedules**
Schedules, teachers	**Calendars and Schedules**
Schedules, vacation	**Calendars and Schedules**
Scholarship	**Students:** Scholastic Progress

Scholarship funds	**Business Affairs:** Bookkeeping
Scholarships	**Awards, Gifts, Honors, and Scholarships**
School aid	**Business Affairs:** Budget; or Claims and Aid
School board	**Administration:** Administrative Board
School board agenda	**Administration:** Administrative Board
School board election	**Elections**
School board members	**Administration:** Administrative Board; or **Directories**
School board minutes	**Administration:** Administrative Board
School board policies	**Administration:** Policies and Procedures
School bonds	**Business Affairs:** Bonds
School building program	**Business Affairs:** Building Programs
School building rental policies	**Administration:** Policies and Procedures; or **Buildings and Grounds:** Use of Buildings and Grounds and Property
School calendars	**Calendars and Schedules**
School directories	**Directories**
School doctors	**Special Services:** Staff; or **Personnel**
School health service	**Special Services:** Health
School laws	**Government:** Laws and Legislation
School library services	**Special Services:** Libraries
School nurse service	**Special Services:** Health
School plant	**Buildings and Grounds**
School plant insurance	**Business Affairs:** Insurance: *Building*
School policies	**Administration:** Policies and Procedures (or file under subject concerned.)
School psychologist	**Special Services:** Staff; or **Personnel**
School publications	**Books and Publications; Public Relations; Instruction;** or **Students:** Activities
School publicity	**Public Relations:** Publicity
School treasurer	**Business Affairs:** Staff; or **Personnel**
Schoolboy patrol	**Students:** Activities
Schools, filed alphabetically or numerically	**Schools and Institutions**
Secret societies	**Students:** Activities
Secretaries	**Personnel**
Secretary, board of directors or education	**Administration:** Administrative Staff

Segregation	**Administration:** Policies and Procedures
Selective service	**Government:** Military Service
Seminars	**Administration:** Administrative Staff; **Instruction:** Staff; **Students:** Personal; or **Personnel:** In-Service Training
Senior failures	**Students:** Scholastic Progress
Senior honors	**Awards, Gifts, Honors, and Scholarships**
Sequestration, writs of	**Business Affairs:** Legal Matters and Opinions
Service center providing technical training for pupils in grades 11-14	**Instruction:** Curriculum Areas, Departments, Divisions
Sewers, easements and rights of way	**Business Affairs:** Building Programs
Sex education	**Instruction:** Curriculum Areas, Departments, Divisions
Sick leave	**Personnel:** Absences
Sight saving	**Special Services:** Physically Handicapped Program
Sinking Fund	**Business Affairs:** Budget
Sirens, air raid	**Government:** Civilian Defense
Site acquisition	**Business Affairs:** Building Programs
Smoking rules	**Administration:** Policies and Procedures; or **Buildings and Grounds:** Building Codes
Social Security	**Business Affairs:** Taxes; or **Personnel:** Pension and Retirement
Social workers	**Personnel;** or **Special Services:** Staff
Social workers schedule	**Calendars and Schedules**
Societies	**Associations and Organizations**
Southern Association of Colleges and Secondary Schools	**Accreditation and Evaluation;** or **Associations and Organizations:** Professional
Special days and weeks	**Events and Programs:** Special Observances
Special education	**Special Services**
Special election	**Elections**
Special schools	**Schools and Institutions;** or **Special Services**

Special teachers	**Instruction:** Staff; **Personnel;** or **Special Services**
Specifications, proposals, bids	**Business Affairs:** Building Programs
Speech correction	**Special Services:** Physically Handicapped Program
Speeches	**Events and Programs:** Speakers and Speeches
Speeches by superintendent	**Personal**
Sports	**Athletics:** Sports
Stadium	**Buildings and Grounds**
Staff meetings	**Administration; Instruction; Special Services; Buildings and Grounds;** or **Food Services**
Staff relations	**Administration:** Administrative Staff: *Meetings;* or **Instruction:** Staff: *Meetings*
Stage equipment	**Business Affairs:** Equipment and Supplies
Standardized achievement tests	**Students:** Testing
State aid	**Business Affairs:** Budget; or Claims and Aid
State Association of School Administrators	**Associations and Organizations:** Professional
State Board for Vocational Education	**Administration:** State Department of Education
State Department of Education	**Administration:** State Department of Education
State Department of Public Instruction	**Administration:** State Department of Education
State Education Association	**Associations and Organizations:** Professional
State Highway Department	**Government:** State
State publications	**Books and Publications**
State teachers magazines	**Books and Publications**
Statistics	(Filed under the subject or with the material from which the statistics were compiled, unless the office in question does enough statistical work to set up a separate classification.)
Stockroom records	**Business Affairs:** Inventories
Student Activities Fund	**Business Affairs:** Activity Accounting

Student council	**Students:** Activities
Student directory	**Directories**
Student elections	**Students:** Activities
Student Loan Fund	**Students:** Aid; or **Business Affairs:** Claims and Aids
Student rank in class	**Students:** Scholastic Progress
Student records, permanent records	**Students:** Cumulative and Permanent Records
Student records, registration cards	**Students:** Enrollment and Registration
Student teachers	**Instruction:** Student Teaching; or **Personnel:** Appointments and Assignments
Student transcripts	**Students:** Cumulative and Permanent Records
Student tuition	**Business Affairs:** Budget: *Income*
Student Union Building	**Buildings and Grounds:** Operation
Study aids	**Instruction:** Curriculum Areas, Departments, Divisions: *Materials*
Substitutes	**Personnel:** Substitutes
Summer addresses	**Directories**
Summer recreation program	**Calendars and Schedules;** or **Events and Programs**
Summer school	**Summer Session**
Summer work schedules	**Calendars and Schedules**
Superintendent of Documents	**Government:** Federal
Superintendents Advisory Council	**Committees and Councils**
Superintendent's personal correspondence and calendar	**Personal**
Supervisors meetings	**Instruction:** Staff
Supervisors' schedules	**Calendars and Schedules**
Supervisory personnel	**Personnel;** or **Instruction:** Staff
Supplementary books	**Books and Publications**
Supplies	**Business Affairs:** Equipment and Supplies
Surplus foods	**Food Services**
Surplus property	**Business Affairs:** Purchasing and Requisitions
Surveys	**Administration:** Policies and Procedures
Switchboard operators	**Personnel**

T

Talks, copies of	**Events and Programs;** or **Personal:** Speeches
Talks, material for	**Personal**
Tardiness	**Students:** Attendance
Tax anticipation notes	**Business Affairs:** Taxes
Tax collection	**Business Affairs:** Taxes
Tax rates and bonded indebtedness	**Business Affairs:** Budget
Taxes, amusement	**Business Affairs:** Taxes
Taxes, income	**Business Affairs:** Taxes
Teacher education	**Adult Education:** In-Service Training; or **Personnel:** In-Service Training
Teacher load	**Personnel:** Appointments and Assignments
Teacher recruitment	**Personnel:** Placement Agencies
Teachers' applications	**Personnel:** Applications
Teachers' appointments	**Personnel:** Appointments and Assignments
Teachers' certification	**Personnel:** Certification, Credentials, Licenses
Teachers' contracts	**Personnel:** Contracts
Teachers' cumulative service records	**Personnel**
Teachers daily program	**Calendars and Schedules**
Teachers' lesson plans	**Instruction:** Curriculum Areas, Departments, Divisions: *Materials;* or *Methods and Techniques*
Teachers meetings	**Instruction:** Staff
Teachers' recommendations	**Personnel:** Recommendations
Teachers' salaries	**Personnel:** Salary Schedules
Teachers' sick leave	**Personnel:** Absences
Teachers' welfare	**Personnel:** Services and Welfare
Teaching helps, aids, and devices	**Instruction:** Curriculum Areas, Departments, Divisions: *Materials;* or *Methods and Techniques*
Team teaching	**Instruction:** Curriculum Areas, Departments, Divisions: *Methods and Techniques*
Telegrams	(File under subject of message.)

Telephone	**Buildings and Grounds:** Operation
Television	**Instruction;** or **Public Relations**
Tenure	**Personnel:** Policies and Procedures
Test catalogues	**Business Affairs:** Purchasing and Requisitions
Testing and test results	**Students:** Testing; or **Personnel:** Examinations and Tests
Textbook Advisory Committee	**Committees and Councils**
Textbooks	**Books and Publications:** Books
Textbooks, inventory	**Business Affairs:** Inventories
Thanksgiving	**Events and Programs:** Holiday Observances
Thefts, insurance	**Business Affairs:** Insurance: *Theft*
Tickets	**Business Affairs:** Activity Accounting; or **Students:** Activities
Time schedule	**Calendars and Schedules**
Time sheets	**Business Affairs:** Payrolls
Tools	**Business Affairs:** Equipment and Supplies
Towel fees	**Business Affairs:** Cash Receipts
Town clerk, comptroller, council	**Government:** Local
Trade schools	**Schools and Institutions**
Transfer of pupils	**Students:** Transfers and Withdrawals
Transportation	**Transportation, Travel, and Trips**
Transportation, bus schedules	**Calendars and Schedules**
Transportation contracts	**Business Affairs:** Agreements, Bids, Contracts
Travel	**Transportation, Travel, and Trips**
Travel expense	**Business Affairs:** Bills; or Vouchers
Traveling classroom	**Special Services:** Community Resources; or **Instruction:** Curriculum Areas, Departments, Divisions
Traveling library	**Special Services:** Community Resources
Treasurer, board of education	**Business Affairs:** Staff; or **Administration:** Administrative Staff
Trimester plan	**Instruction:** Curriculum Areas, Departments, Divisions
Trips, educational	**Transportation, Travel, and Trips**
Truants	**Students:** Attendance

Trucks and buses	**Transportation, Travel, and Trips;** or **Business Affairs:** Equipment and Supplies
Trust funds	**Business Affairs:** Bookkeeping; or Budget
Trustee election	**Elections**
Trustees	**Administration:** Administrative Board
Tuition	**Business Affairs:** Budget: *Income*
Tutoring	**Instruction:** Curriculum Areas, Departments, Divisions

U

Underage children	**Students:** Admissions
Uneducable children	**Special Services:** Exceptional Child Program
Unencumbered balance	**Business Affairs:** Budget
Uniforms	**Business Affairs:** Equipment and Supplies
United Nations	**Associations and Organizations:** International Relations
UNESCO	**Associations and Organizations:** International Relations
United States	**Government:** Federal
U.S. Armed Forces Institute (USAFI)	**Students:** Testing
U.S. Coast Guard	**Government:** Military Service
U.S. Department of Labor	**Government:** Federal
U.S. Government Printing Office	**Government:** Federal
U.S. Office of Education	**Administration:** U.S. Office of Education
U.S. Savings Bonds	**Business Affairs:** Bonds
University of—	**Schools and Institutions**
Upkeep of school grounds	**Buildings and Grounds:** Maintenance
Use of buildings and grounds	**Buildings and Grounds:** Use of Buildings and Grounds and Property
Ushers	**Events and Programs;** or **Students:** Activities
Utilities	**Business Affairs;** or **Buildings and Grounds**

V

Vacation schedules	**Calendars and Schedules**
Vaccination	**Special Services:** Health; **Personnel:** Medical Records; or **Students:** Cumulative and Permanent Records
Vending machines	**Business Affairs:** Equipment and Supplies
Veterans Administration	**Government:** Federal
Veterans' contracts	**Business Affairs:** Agreements, Bids, and Contracts
Veterans Day	**Events and Programs:** Special Observances
Veterans legislation	**Government:** Laws and Legislation
Veterans' records	**Students:** Cumulative and Permanent Records
Veterans vocational education	**Instruction:** Curriculum Areas, Departments, Divisions
Vision-testing program	**Special Services:** Health
Visiting days	**Events and Programs;** or **Personnel:** In-Service Training
Visiting teachers	**Personnel;** or **Special Services:** Staff
Visitors	**Public Relations:** Community Contacts
Visual aids	**Instruction:** Audiovisual Programs
Vocational education	**Instruction:** Curriculum Areas, Departments, Divisions
Voting precincts	**Elections**
Vouchers	**Business Affairs:** Bills; or Vouchers

W

Wage payrolls	**Business Affairs:** Payrolls
War service records	**Personnel;** or **Students**
Warehouse	**Buildings and Grounds:** Operation
Warrants	**Business Affairs:** Bills; or Vouchers
Washington's birthday	**Events and Programs:** Holiday Observances
Water softener	**Business Affairs:** Equipment and Supplies
WAVE and WAC recruiting data	**Government:** Military Service

W-X-Y-Z

Weather stripping	**Buildings and Grounds:** Maintenance; or **Business Affairs:** Purchasing and Requisitions
Welfare cases	**Students:** Aid
Welfare, Department of Public	**Government:** Local
White House Conference	**Associations and Organizations:** Charitable and Welfare
Window cleaning	**Buildings and Grounds:** Operation; or Maintenance
Work permits or orders	**Students:** Employment
Workbooks	**Books and Publications**
Workshops	**Adult Education:** In-Service Training; or **Personnel:** In-Service Training

X-Y-Z

X-rays	**Personnel:** Medical Records; or **Students:** Cumulative and Permanent Records
Yearbook	**Books and Publications:** Books
Young Men's Christian Association	**Associations and Organizations:** Religious
Zoning	**Government:** Local
Zoo	**Special Services:** Community Resources

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